

SOLE SOURCE PURCHASE JUSTIFICATION

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

Date: 8/3/2016 Department: ITS Requested By: Dez Hourigan

Vendor Contacted & Address: Harris Corporation/CityView
4464 Markham St Suite 2307
Victoria, British Columbia V8Z 7X8
 Phone Number: 866-988-TECH(8324)

Harris Corporation will provide multiple year set pricing for maintenance support for their CityView software application. They are the only vendor that provides software maintenance support for the CityView software application. The more years in the maintenance agreement with them, the better discount we will receive. A 5yr renewal term will provide us an increase of only 4% each year.

Estimated Annual Cost: Was the request budgeted? Yes No
 1st Renewal Term - \$63,462.85
 2nd Renewal Term - \$66,001.36
 3rd Renewal Term - \$68,641.41
 4th Renewal Term - \$71,387.07
 5th Renewal Term - \$74,242.55

Term of this sole source is: 2017 through 2021

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:

No other distributors provide maintenance support for the CityView software application other than CityView, a Division of Harris.

I concur with the above explanations and approve this request:

Department Director	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