

SOLE SOURCE PURCHASE JUSTIFICATION FORM

SUBMIT THIS FORM TO THE PROCUREMENT AND CONTRACT SERVICES DIVISION FOR APPROVAL PRIOR TO PLACING AN ORDER DOCUMENTATION FROM THE SUPPLIER/CONTRACTOR/MANUFACTURER IDENTIFYING SPECIFICS AS TO WHY THEY SHOULD BE CONSIDERED A "SOLE SOURCE" IS REQUIRED TO BE SUBMITTED WITH THIS FORM

Date: 4/3/17 Department: ITS Requested By: Beth Johnson

Vendor Contacted & Address: Advanced Utility Systems / Contact: Tracey Band
1 Antare S Dr, Suite 400
Ottawa ON K2E 8C4
 Phone Number: 613 226-5511 2203

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):

Our utility billing application was awarded to Advanced Utility in October 2010 through RFP 10-013. This sole source is for the continued annual software maintenance and support for this application used by Water Support Services. Section XV.A and B.6 of the City's Purchasing Policy identifies maintenance and support contracts with vendors of software or hardware which are required to maintain warranty compliance or pursuant to existing license agreements as per-se sole sources.

Estimated Annual Cost: 2017 - \$54,800.40 Was the request budgeted? Yes No
 2018 - \$55,896.41
 2019 - \$57,014.34
 2020 - \$58,154.62
 2021 - \$59,317.72

Term of this sole source is: 01/01/2017 through 12/31/2021

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:

Advanced Utility Systems is the sole developer and distributor of this application leaving this vendor as the only company to be able to support and provide upgrades to this application. See attached sole source letter.

I concur with the above explanations and approve this request:

[Signature] 4/26/17 [Signature] 4/26/17
 Department Director Date City Manager Date

[Signature] 4/26/17 _____
 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