



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.

The County is requesting to enter into new Oracle Master Agreement (OMA) with Oracle America, Inc. (Oracle) for a 5-year term. This will continue the licensing of the PeopleSoft software and products, including the Financial Supply Chain Management (FSCM) module, Human Capital Management (HCM) module, Budget and Planning System, Oracle databases, and Oracle Cloud Services. These systems are used to countywide and are crucial for the County's financial, budget, and human resources-related day-to-day processes.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Oracle America, Inc.
Zach Hetrick, Applications Sales Executive
500 Oracle Parkway
Redwood Shores, CA 94065
zach.hetrick@oracle.com

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The total cost for the five-year term will be \$3,978,000.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

Oracle's PeopleSoft products and systems are proprietary and therefore can only be supported by Oracle. Additionally, the PeopleSoft products currently being used by the County have been customized to fit the County's various needs and business processes. This customization and proprietary status of the products and systems preclude the County from being able to obtain support and maintenance from other vendors.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

The County has been using PeopleSoft products for over twenty years to complete everyday essential business operations. The FSCM module is the County's primary financial system and is used for various financial functions such as accounting, general ledger, accounts payable, accounts receivable, and asset management. Additionally, it is used to store vendor information, make vendor payments, and prepare requisitions and purchase orders for the County's procurement needs. The FSCM module also has PeopleSoft's "Commitment Control" feature, which allows departments to control expenditures against predefined, authorized budgets, ensuring the departments' expenditures do not exceed their budget. The HCM module is used by departments to support and manage personnel-related employee information, timesheets, payroll preparation, payroll information, and benefit information. The Budget and Planning System enables departments to create their annual adopted budgets. Oracle's Cloud Services solutions enables upgrades for budgeting, increasing the mobility and flexibility of the County's budgeting process.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.
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Oracle's PeopleSoft products are proprietary and only Oracle can provide the licensing for the specific PeopleSoft products that the County currently uses, including the Financial Supply Chain Management module, Human Capital Management module, Budget and Planning System, Oracle databases, and Oracle Cloud services.

stbrown 2/2/2024 1:56:55 PM

Requested By:

Staff Analyst

Title

[ Sign] Double click!

I approve this request to sole source for the service(s) and/or product(s) identified herein.

rbash 2/2/2024 2:05:02 PM

Department Head Signature

[ Sign] Double click!

mvilanova 2/5/2024 10:26:45 AM

Purchasing Manager Signature

[ Sign] Double click!