Suspension of Competition Acquisition Request

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

    The iNovah cashiering software suite allows for payements, invoicing, accounts recievable and similar related cashiering functions. The agreement also covers the physical equipment such as cash drawers, scanners, and check readers.

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

    System Innovators, a Division of N. Harris Computer Corporation

    Don Schulte

    10550 Deerwood Park Blvd, Suite 700

    Jacksonville, FL 32256

    (904) 281-9090 x72645

    dschulte@systeminnovators.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 cost for the entire proposed agreement is $890,000.00. The potential cost of the initial five-year term is $472,024.44. The additional costs for the five single year extensions are $76,644.04 for year 6, $81,242.67 for year 7, $86,117.24 for year 8, $91,284.27 for year 9, and $96,761.32 for year 10.

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

    The system is currently implemented in the Auditor-Controller Treasurer Tax-Collector and Public Health departments. The costs of implementing a new system would likely exceed the single-year cost for the current system, not including County staff time. Additionally, ISD-IT would like to standardize software services like this across departments. There is not a particularly compelling reason to have more than one cashiering system for in-person services and having a single system will decrease staff requirements for support. The longer than usual term for this agreement also locks in the base rate used to calcualte maintenance and support. These costs are calculated based on the number of transactions executed and the modules we are using. The annual increases in support cost account for future growth.

5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.

    ☐ In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.

    ☐ When the contract is with a federal, state, or local governmental agency.

    ☐ When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or $2,500 whichever is more.

    ☐ When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.

    ☐ When obtaining the services of expert witnesses for litigation or special counsel to assist the County.

    ☒ When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

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

    The cost of bidding, purchasing, and implementing a new software system will be significant. Implementation of a new system would cost, at minimum, an estimated $150,000 in one-time software and professional services. This is not including additional staff time related to learning and implementing a new system nor the modest cost of purchasing new cashiering hardware. Additionally, the longer than usual term allows for the County to secure more control over costs with a longer than usual term.

7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.

    ISD-IT has explored two similar cashiering solutions. TylerTech's cashiering solution and Teller Government POS/Pont Of Sale. A Teller system was recently implemented by the City of San Lois Obispo. Their system, approximately one-quarter the size of the existing County iNovah system, has less functionality and fewer users than the current County iNovah system. Implementation costs for this smaller system were approximately $60,000 with ongoing costs of $35,000 per year for their system. A simlar Teller system for the County would likely cost more than 4 times as much as it would require additional functionality. Based on the Sourcewell Contract#110515-TTI, a TylerTech solution would have approximately $130,000 in implementation costs with similar ongoing costs to the iNovah system. Additionally, both solutions would require either customization to

utilize the existing physical equipment or require the purchase of new scanners, reciept printers, and other equipment. While this isn't a significant cost relative to the others, it is a potential additional cost.

chjones 4/11/2019 2:34:52 PM _____   Staff Analyst _____   [⊠ Sign] Double click!
Requested By: Title

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

bmartin 4/11/2019 2:45:37 PM _____   [⊠ Sign] Double click!
Department Head Signature

gcornuelle 4/15/2019 11:50:23 AM _____   [⊠ Sign] Double click!
Purchasing Manager Signature