



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Sole Source Justification Form (Use for Purchases(s) over \$5,000)

Per City of Hollywood Ordinance § 38.41 (C) (2), sole source purchases are exempt from competitive bid and competitive proposal requirements. Sole-source goods, supplies, materials, equipment and services, such as unique, patented, or franchised goods, supplies, materials, equipment or services, are exempt if the CPO determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.

Date 11/30/21

Department/Office Information Technology

Division/Area 1347

Requestor Loien Concepcion

Title Administrative Assistant II

Phone 954-921-3556

Email Lconcepcion@hollywoodfl.org

1. Requested Vendor Global Software LLC d/b/a Insight Software

Vendor Number 102838

Address 8529 Six Forks Road, STE 400, Raleigh, NC 27615

Contact Person Beth Moran

Title Senior Account Executive –

Enterprise North America

Phone 703-625-6714

Email beth.moran@insightsoftware.com

2. Product/Service being requested (be specific). Spreadsheet Server and Certent CDM Software

3. Detailed description of the product/service's function and purpose. This software package is for financial reporting and enterprise performance management critical to Capital Management, Controllershship and FP&A. Spreadsheet Server provides live reporting and analysis of the City of Hollywood's Oracle ERP Cloud data along with other Enterprise data sources into Excel. Meanwhile, Certent CDM produces collaborative reports which simplifies narrative and numbers. This combination provides accuracy and effectiveness, mitigates risks, and improves report auditability for City of Hollywood Operations.

4. Please explain in detail why this vendor is the sole source supplier for the required product/service. Be sure to explain the necessary features this vendor provides which are not available from any other vendor. Global Software d/b/a Insight Software is the owner, developer, and sole source distributor of the Spreadsheet Server Software, maintenance and training. This is supported by a Sole Source Letter provided by the company.

5. Please explain in detail what process the Department/Office took to verify that there are no other vendors or products/services available to perform the required function. A Notice to Sole Source on was posted on Bidsync to verify the validity of the sole provider.

(Revised 02/2021)

6. Please submit supporting documentation from the vendor or other sources certifying that this vendor is a sole source for the required product/service being requested. For example, the vendor holds the distribution rights, productions rights, copyrights, trademark and/or patent:

☐ Vendor holds the exclusive rights for the product/service.

☒ Vendor is the sole provider of the product/service that has unique characteristics essential to the required function which no other product/service is capable of satisfying.

☐ Product is replacing existing product and necessary to maintain warranty or service contract.

☐ Product is replacing existing product and is not interchangeable with any other product.

☐ Other (Please explain). _____

7. Total cost of the requested product/service? \$49,094.20

8. Total estimated annual (fiscal year) cost of requested product/service? \$49,094.20

Account Number(s) 557.130101.51900.564420.000000.000.00

9. Is this product/service covered by a warranty? ☐ Yes ☒ No

If yes, please attach a copy of the warranty details.

REQUESTING DEPARTMENT RECOMMENDATION

WARNING: Per Florida Statutes 838.22(2) – “It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of a sole-source contract for commodities or services.”

I recommend that the competitive quoting/bidding process be waived and that the goods/services be purchased as a sole source.

Loien Concepcion
Requestor's Signature

11/30/21
Date

Raheem Saad
Director's Signature

12/7/21
Date