



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 10/14/2021

Department/Office Department of Public Utilities

Division/Area _____

Requestor Keith Moran

Title Deputy Director of Public Utilities
- Finance

Phone 3596

Email kmoran@hollywoodfl.org

1. Requested Vendor Tyler Technologies, Inc.

Vendor Number _____

Address _____

Contact Person Cindy Chase

Title Senior Account Representative

Phone : 800.772.2260 ext. 4701

Email cindy.chase@tylertech.com

2. Product/Service being requested (be specific). Cloud-based Software Services (SaaS)

3. Detailed description of the product/service's function and purpose. Host Munis Software

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.
Munis Software is owned by Tyler Technologies, Inc. and they do not support another company hosting the software

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.
Vendor informed us that do support another company hosting the software

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.

(Revised 02/2021)

☒ 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? 548,431

8. Total estimated annual (fiscal year) cost of requested product/service? 182,810

Account Number(s) 442.400301.53600.546310.000000.000.000

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.

KS Mc
Requestor's Signature

10/14/21
Date

P.P.
V.ved
G.atal
KS Mc
Director's Signature

10/20/21
Date