



Memorandum

Date: January 25, 2023
To: Procurement Liaisons
From: Glenn Marcos, Chief Procurement Officer
Re: Sole Source/Sole Brand/Proprietary Purchase Justification Form

Please be advised that moving forward all Sole Source, Sole Brand and Proprietary purchase justification forms submitted in Infor must be signed by the Department Director (DD) or designee and submitted to the Chief Procurement Officer for approval. The DD does not have to be in the approval path of the requisition as this may be delegated to his or her designee.

Please refer to the current Procurement Manual or the Procurement Ordinance if you have any questions regarding submitting a requisition for any Sole Source, Sole Brand and Proprietary purchase.

Sole Source/Sole Brand/Proprietary Purchase Justification

Goods or Services Being Requested:

Renewal of Granicus eGov Access

Dollar Amount: 8844.02 1st yr.
each FFE/Parks

- ☐ **Sole Source Purchase** – A product exceeds \$5,000 and its purchase is available from **one manufacturer or service provider**.
- ☒ **Sole Brand Purchase** – A product exceeds \$5,000 and its purchase is available from only **one known brand or the only reasonable brand capable of fulfilling the needs of the City**.
- ☐ **Proprietary Purchase** – A product or service exceeds \$5,000 and its purchase is **available from multiple providers; however, a particular vendor must be used to satisfy the City's requirements**.

A Sole Source or Proprietary Purchase must meet at least one of the following criteria:

- | | |
|--|--|
| <input checked="" type="checkbox"/> One-of-a-kind: The commodity or service has no competitive product alternatives available. | <input type="checkbox"/> Standards/Standardization: The commodity or service must comply with established a level of standards. |
| <input type="checkbox"/> Compatibility: The commodity or service must match existing brand of equipment for compatibility. | <input type="checkbox"/> Unique Design: The commodity or service must meet physical design or quality requirements |
| <input type="checkbox"/> Replacement Part: The commodity is a replacement part for a specific brand of existing equipment. | <input type="checkbox"/> Delivery Date: Only one supplier can meet necessary delivery requirements. |
| <input checked="" type="checkbox"/> Operational Continuity: The commodity or service is needed to maintain operational continuity (not due to improper planning). | <input type="checkbox"/> Other: There are extenuating circumstances regarding this purchase. |

Justification: Explain the unique factors that restricts this purchase to only this one product or service and the reason that this product's unique features are indispensable to your operation:

The City of Fort Lauderdale utilizes the specific service packages of Granicus: \$8844.02 each paid by FFE &
Parks Total \$17,688.04

*govAccess - Maintenance, Hosting, &
Licensing Fee - Core

These services are essential to the functionality of City operations.

Was the proposed price compared to those previously paid, those listed in currently listed catalogs, or those deemed reasonable by knowledge of the market or personal experience? ☒ Yes ☐ No

Please attach supporting documentation to justify the market research, including proposed price comparison.

Please see attached PO: PP222228 Granicus
Website PO cost was \$15,744

***Florida Statute:** I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes: (2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 75.084"
Department Director/Designee Approval and Certification*:

Name: Phil Thornburg

Signature:



PROCUREMENT SPECIALIST ANALYSIS



☒ Approve

☐ Disapprove

Comment:

APPROVAL AUTHORITY

REASON/SUGGESTED ACTION (IF DISAPPROVED)

☒ Approve

☐ Disapprove

Comment:

Name: David Clemente

Signature:



Digitally signed by
David Clemente
Date: 2023.11.02
17:21:14 -04'00'

PURCHASE ORDER NUMBER

PP222228

Federal Excise Tax No. 59-6000319
 State Sales Tax No. 85-8013875578C-1



CITY OF FORT LAUDERDALE

Procurement Services Division
 Fort Lauderdale, FL 33301

00001997

GRANICUS INC
 707 17TH STREET
 SUITE 4000
 DENVER, CO 80202
 United States of America

DATE OF ORDER
 10/27/2021

Department/Division:
 Information Technology Services
 100 N. Andrews Avenue, 2nd Floor
 Fort Lauderdale, FL 33301
 Department Contact Name: Anh Duong
 (954) 828-6983 / lplatkin@fortlauderdale.gov

Req Number: RQ2201150
 Bid No:
 Contract No: Signed MSA effective 07/03/2019
 Expiration Date: 07/02/2024
 Commission Approval: Exempt per 2-176 (e)(16) existing maintenance
 Description: Website Maintenance 11/6/21-11/5/22

INVOICES: IMMEDIATELY UPON SHIPMENT INVOICE IN DUPLICATE SHOWING
 OUR PURCHASE ORDER NUMBER AND DEPARTMENT AND MAIL TO:

Finance Department
 Accounts Payable
 100 N. Andrews Avenue, 6th Floor
 Fort Lauderdale, FL 33301

| Class/Item No. | Order Unit | Order Quantity | Stock-Item | Description | Unit Price | Extended Amount | FY/Account Code |
|----------------|------------|----------------|------------|--|------------|-----------------|---------------------|
| 2 | 920-45 | EA | 1 | Per Granicus proposal order #Q-152565. FXE Subsite govAccess - Maintenance, Hosting, & Licensing Fee - Core from 11/06/2021 to 11/05/2022. | \$7,872.00 | \$7,872.00 | 22 / MGR180101-3401 |
| 3 | 920-45 | EA | 1 | Parks & Rec Subsite govAccess - Maintenance, Hosting, & Licensing Fee - Core from 11/06/2021 to 11/05/2022. Electronic invoices in PDF format may be sent directly to the following email address: AcctsPayable@fortlauderdale.gov. Invoices sent to or via any other City email address, including that of the receiving department, will not be considered as properly rendered and will not be processed. All packing slips, invoices, and correspondence ***must*** reference this purchase order number. | \$7,872.00 | \$7,872.00 | 22 / PKR010101-3401 |

| FY/Account Code | Amount |
|---------------------|------------|
| 22 / MGR180101-3401 | \$7,872.00 |
| 22 / PKR010101-3401 | \$7,872.00 |

Purchase Order Total: \$15,744.00

- IMPORTANT:
1. Unless otherwise indicated by a line item on this P.O., payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act.
 2. Shipping Term is F.O.B. Destination.
 3. P.O. Number and receiving agency name must appear on all invoices and documents relating to this order.
 4. For addi

WWW.FORTLAUDERDALE.GOV/PURCHASING/GENERAL/TERMS.PDF

Chief Procurement Officer / Designee / Authorized Signature

Signed:



THIS IS NOT AN INVOICE

Order Form
Prepared for
Fort Lauderdale, FL

ORDER DETAILS

Prepared By: Korgbae Freeman
Phone:
Email: korgbae.freeman@granicus.com
Order #: Q-259829
Prepared On: 24 Jul 2023
Expires On: 05 Nov 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 45 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 05 Nov 2023
Initial Order Term End
Date: 05 Nov 2026
Period of Performance: 11/06/2023 - 11/05/2024

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

| Renewing Subscription Fees | | | |
|--|-------------------|---------------|-------------|
| Solution | Billing Frequency | Quantity/Unit | Annual Fee |
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | Annual | 1 Each | \$8,844.02 |
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | Annual | 1 Each | \$8,844.02 |
| SUBTOTAL: | | | \$17,688.04 |

FUTURE YEAR PRICING

| Solution(s) | Period of Performance | |
|--|---------------------------|---------------------------|
| | 06 Nov 2024 - 05 Nov 2025 | 06 Nov 2025 - 05 Nov 2026 |
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | \$9,463.10 | \$10,125.52 |
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | \$9,463.10 | \$10,125.52 |
| SUBTOTAL: | \$18,926.20 | \$20,251.04 |

PRODUCT DESCRIPTIONS

| Solution | Description |
|--|---|
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | <p>The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> • Ongoing software updates • Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday) • Access to training webinars and on-demand video library • Access to best practice webinars and resources • Annual health check with research-based recommendations for website optimization • DDoS mitigation • Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO) |
| govAccess - Maintenance, Hosting, & Licensing Fee - Core | <p>The govAccess Maintenance, Hosting, and Licensing plan is designed to equip the client with the technology, expertise and training to keep the client's website relevant and effective over time.</p> <p>Services include the following:</p> <ul style="list-style-type: none"> • Ongoing software updates • Unlimited technical support (6:00 AM - 6:00 PM PT, Monday - Friday) • Access to training webinars and on-demand video library • Access to best practice webinars and resources • Annual health check with research-based recommendations for website optimization • DDoS mitigation • Disaster recovery with 90-minute failover (RTO) and 15-minute data replication (RPO) |

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at *****granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-259829 dated 24 Jul 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Fort Lauderdale, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Link to Terms: <https://granicus.com/legal/licensing>

BILLING INFORMATION

| | | | |
|------------------|--|-------------------------------------|-----------------------|
| Billing Contact: | | Purchase Order Required? | [] - No [] - Yes |
| Billing Address: | | PO Number: <i>If PO required</i> | |
| Billing Email: | | Billing Phone: | |

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-259829 dated 24 Jul 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

| Fort Lauderdale, FL | |
|---------------------|--|
| Signature: | |
| Name: | |
| Title: | |
| Date: | |

PURCHASE ORDER

VISIT WWW.FORTLAUDERDALE.GOV FOR BUSINESS OPPORTUNITIES



City of Fort Lauderdale
Procurement Services Division
100 North Andrews Avenue
6th Floor
Fort Lauderdale, FL 33301

Federal Tax-Exempt ID: 59-6000319

State Sales Tax No. 85-8013875578C-1

| Purchase Order Number | Change Order Number |
|--|----------------------------------|
| 6243 | 0 |
| Purchase Order Date | Change Order Date |
| 2023-11-14 | November 14, 2023 5:34:22 PM EST |
| PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, SHIPPING AND DELIVERY DOCUMENTS | |

| Ship To | Submit Invoice To |
|---|--|
| IT SVCS MAIN OFFICE - IT Services Main Office 100 N. Andrews Avenue, 2nd Floor Fort Lauderdale FL 33301 | Accounts Payable 100 North Andrews Avenue Fort Lauderdale FL 33301 AcctsPayable@fortlauderdale.gov |
| Procurement Agent of Record | Deliver To |
| Platkin, Laurie LPlatkin@fortlauderdale.gov | |

| Vendor | |
|--|----------------|
| 14907 - GRANICUS LLC DBA GRANICUS 408 SAINT PETER ST, SUITE 600 SAINT PAUL MN 55102 Accounts Receivable 8003140147 | |
| Freight Terms | Shipping Terms |
| F.O.B. DESTINATION | |

Purchase Order Comment

Requisition comment - As per Granicus order form # Q-259829. Period of Performance: 11/06/2023 - 11/05/2024. Per vendor, PO to state: If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-259829 dated 24 Jul 2023 are incorporated into this Purchase Order by reference. Vendor can accept a PO in lieu of signature. Exempt per 2-176 (d)(2) Sole Source. For any questions about this purchase order and delivery of goods/ services, please contact: Charvella Campbell- ChCampbell@FortLauderdale.gov
FXE approval and funding - PKR: 10-001-6001-572/ 30-3401.
FXE: 10-468-1460-542/ 30-3401
Signed Sole Brand- Granicus - Form was signed off on 11.02.23 by David Clemente.
COI_Granicus -
COI Approval_Granicus -
Vendor accepts a PO in lieu of signature -

| Payment Terms | Discount Days | Discount Percent | First Net Days |
|---------------|---------------|------------------|----------------|
| | | | |

| Lines | | | | | | |
|----------|-------------|--|----------------|------------|---------------|-----------------|
| Line | Item | Description | Quantity | Unit Cost | UOM | Extended Amount |
| 1 | FXE SUBSITE | govAccess - Maintenance, Hosting, & Licensing Fee - Core | 1.0000 | 8,844.0200 | EA | 8,844.02 |
| Contract | 0 | | Commodity Code | 920-45 | Delivery Date | 2023-11-14 |

| Line Comments |
|---------------|
| |

| Lines | | | | | | |
|-------|---------------------|--|----------|------------|-----|-----------------|
| Line | Item | Description | Quantity | Unit Cost | UOM | Extended Amount |
| 2 | PARKS & REC SUBSITE | govAccess - Maintenance, Hosting, & Licensing Fee - Core | 1.0000 | 8,844.0200 | EA | 8,844.02 |

1 of 2

| | | | | | | |
|----------|---|--|----------------|--------|---------------|------------|
| Contract | 0 | | Commodity Code | 920-45 | Delivery Date | 2023-11-14 |
|----------|---|--|----------------|--------|---------------|------------|

| Line Comments | |
|---------------|--|
| | |

| Purchase Order Trailer Comment |
|--------------------------------|
| - |

| | |
|----------------------|-----------|
| Purchase Order Total | 17,688.04 |
|----------------------|-----------|

| | |
|---|--|
| <p>*NOTE: PO DELEGATED APPROVAL/ISSUANCE AUTHORITY</p> <p>THIS PO HAS BEEN REVIEWED AND APPROVED BY THE CHIEF PROCUREMENT OFFICER OR ON BEHALF OF IN THE FOLLOWING MANNER:</p> <ul style="list-style-type: none"> Up to \$5,000: Senior Procurement Specialist / Procurement Specialist Over \$5,000 and up to \$99,999: Procurement Administrator Over \$99,999: Chief Procurement Officer | <p>GLENN MARCOS</p> <hr/> <p>*Glenn Marcos, CPPO, CPPB, FCPM, FCPA CHIEF PROCUREMENT OFFICER/ASSISTANT FINANCE DIRECTOR-PROCUREMENT AND CONTRACT</p> <p>VENDOR INSTRUCTIONS: All terms and conditions of the solicitation and/or the contract/agreement cited herein, if applicable, and the PO General Terms and Conditions at the location referenced below are hereby incorporated by reference and part of this order.</p> <p>Purchase Order (PO) Terms and Conditions</p> |
|---|--|