

<b>Req #</b>	<b>Dept</b> Financ	<b>Date</b> 05/17/18	<b>Dept Head Signature</b> <i>Muri Lopez</i>	<b>Proposed Vendor</b> Tyler Technologies	<b>Amount</b> \$ 84,096
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that applies to the proposed purchase.					
<b>Sole Source/Proprietary</b>	<input checked="" type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>	<input type="checkbox"/>

**CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED**

- 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- 7. None of the above apply. (State justification below and explain in detail)

Explanation:

This waiver is for the annual maintenance and support for Tyler Technology software, which is the sole provide of the Town's financial system software including customer self-service, permitting and work orders. This is proprietary software and Tyler Technologies is the only vendor that can maintain this product.

The total including disaster recovery and hardware support totals \$84,096 for FY 2018-19.

Council will consider this award on June 4, 2018.

Reviewed by: *[Signature]* Date: 5/21/18 Reviewed by: *[Signature]* Date: 5/23/18  
Purchasing Agent Town Attorney

Reviewed and Approved by: *[Signature]* Date: 5/23/18  
Finance Director

Reviewed and Approved by: *[Signature]* Date: 05/29/18  
Town Manager

**TOWN OF VIENNA, VIRGINIA  
NOTICE OF SOLE SOURCE PROCUREMENT  
IN EXCESS OF \$20,000**

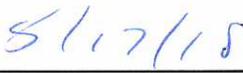
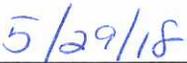
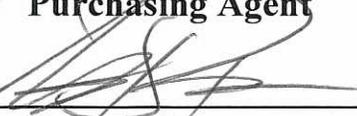
**DESCRIPTION:** Renewal of Tyler Technologies, Inc. software maintenance and support for fiscal year 2018-19. The Town uses Tyler Technologies software for all financial applications, citizen self-service and work orders.

**BASIS:**

Tyler Technologies is the original provider of this proprietary software product. They are the only ones who can maintain the software.

**DATE COUNCIL WILL CONSIDER AWARD:** 6/4/18

**POSTING OF NOTICE:** Town Hall Public Notice Bulletin Board

 _____	 _____
<b>Department Head</b>	<b>Date</b>
 _____	 _____
<b>Purchasing Agent</b>	<b>Date</b>
 _____	 _____
<b>Town Attorney</b>	<b>Date</b>

**NOTICE OF AWARD:** Pursuant to Virginia Code, paragraph 2.2-4301, the Vienna Town Council awarded the above referenced contract on \_\_\_\_\_ as the only practical source available. Council has made such determination on the basis of the facts described herein.

_____	_____
<b>Mayor</b>	<b>Date</b>