TOWN OF VIENNA

Request For Waiver

Req #	Dept	Date	Dept Head Signature	Proposed Vendor	Amount
	IT	06/12/2018		Granicus, Inc.	$ 28860.00

A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that applies to the proposed purchase.

Sole Source/Proprietary	✓	Emergency Procurement	☐	Waive Purchase Procedures	☐

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:

Granicus is the original installation vendor for the Town's agenda management and boards and commissions suite.

The following request is for the annual maintenance renewal for agenda management suite, boards and commissions module, and video streaming services not to exceed $28,860.00

Date for Council to Consider Approval : July 9, 2018

Reviewed by: _____ Purchasing Agent Date: 6/13/18

Reviewed by: _____ Town Attorney Date: 6/14/18

Reviewed and Approved by: _____ Finance Director Date: 6-13-18

Reviewed and Approved by: _____ Town Manager Date: 06/15/18

TOV-RFW 08/06

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

***DESCRIPTION*:**
The following request is for the annual maintenance renewal for agenda management suite, boards and commission's module, and video streaming services not to exceed $28,860.00 for FY19.

***BASIS*:**
Granicus Agenda and Management suites is a product sold only by Granicus, Inc. This request is for sole source.

***DATE COUNCIL OF APPROVAL*: July 9, 2017**

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

Department Head	6/13/18 **Date**
Purchasing Agent	6/13/18 **Date**
Town Attorney	6/14/18 **Date**

***NOTICE OF AWARD*: Pursuant to Virginia Code, paragraph 2.2-4301, the Vienna Town Council awarded the above referenced contract on 07/07/18 as the only practical source available. Council has made such determination on the basis of the facts described herein.**

Mayor	**Date**