


TOWN OF VIENNA

Request For Waiver

Req #	Dept Finance	Date 08/02/2016	Dept Head Signature 	Proposed Vendor Tyler Technologies/Munis	Amount \$ 48737.19
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		<input checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	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:


Tyler Technologies/Munis is the original provider of proprietary software. They are the only ones that can provide system maintenance for this software product.

The maintenance period is 8/19/2016 to 8/18/2017

Council will consider award on August 22, 2016

Reviewed by:  Date: 8/2/16 Reviewed by:  Date: 8/3/16
Purchasing Agent Town Attorney

Reviewed and Approved by:  Date: 8/3/16
Finance Director

Reviewed and Approved by:  Date: 08/03/16
Town Manager

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

DESCRIPTION:


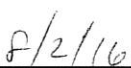
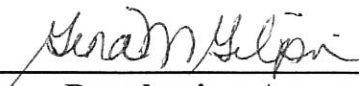
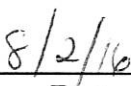

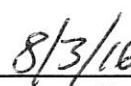
Renewal of Tyler Technologies software maintenance contract in the amount of \$48,737.19. The town uses Tyler Technologies/Munis for General Ledger, Purchasing, Accounts Payable, Human Resources/Payroll, Cash Receipting, Budgeting, and Employee Self Service systems

BASIS:

Tyler Technologies/Munis is the original provider of this proprietary software product. They are the only company that can maintain the software.

DATE COUNCIL WILL CONSIDER AWARD: 8/22/2016

POSTING OF NOTICE: Town Hall Public Notice Bulletin Board

 _____	 _____
Department Head	Date
 _____	 _____
Purchasing Agent	Date
 _____	 _____
Town Attorney	Date

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.

_____ Mayor	_____ Date
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