

**CITY OF SAN ANTONIO  
PURCHASING DEPARTMENT  
CERTIFICATE OF EXEMPTION FORM  
COMPETITIVE BID OR PROPOSAL REQUIREMENTS**

Date 10/16/2013

Chapter 252 of the Local Government Code requires that municipalities comply with the procedures established for competitive sealed bids or proposals, before entering into a contract requiring an expenditure in excess of \$50,000 except as specified below:

(Please check which exemption you are certifying)

- |   |   |
|---|---|
| <input type="checkbox"/> a procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property | <input type="checkbox"/> paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments  |
| <input type="checkbox"/> a procurement to preserve or protect the public health or safety of the city's residents   | <input type="checkbox"/> a public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> a procurement necessary because of unforeseen damage to machinery, equipment or other property   | <input type="checkbox"/> a payment under a contract by which a developer participates in the construction of a public improvement as provided by subchap. c, ch 212.              |
| <input type="checkbox"/> a procurement for personal, professional or planning services  | <input type="checkbox"/> personal property sold   |
| <input type="checkbox"/> a procurement for work that is performed and paid for by the day as the work progresses  | <input type="checkbox"/> services performed by blind or severely disabled persons   |
| <input type="checkbox"/> a purchase of land or right-of-way   | <input type="checkbox"/> goods purchased by a municipality for subsequent retail sale by the municipality   |
| <input checked="" type="checkbox"/> a procurement of items available from only one source   | <input type="checkbox"/> electricity  |
| <input type="checkbox"/> a purchase of rare books, papers and other materials for a public library  |   |

This Certificate of Exemption is executed and filed with the Purchasing Department as follows:

1. The undersigned is authorized to approve an exemption.
2. An exemption according to Section 252.022 of the Local Government Code exists. More specifically, the following event has occurred:

No other source can supply the items listed in the contract nor can any comparable item fulfill the same requirements. The Department of Human Services has invested funding over several years for the creation of custom reports to serve the program's needs that cannot be duplicated quickly or easily. ClientTrack is an online case management software that serves social work organizations by helping them manage client information. Created by human service professionals and experts in technology, ClientTrack is used by various organizations to track efforts and outcomes.

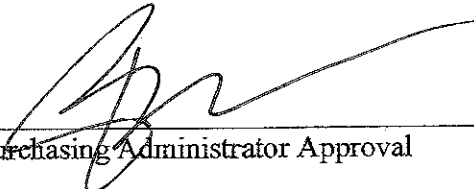
The CIMS system is sold exclusively by ClientTrack and has numerous features, including:

- Tailored Workflow - Staff are guided through intakes that only gather the information they need.
- Simple Workflow - Intuitive design makes it easy to navigate through the system.
- Case Notes - Simplifies staff's ability to enter case notes.
- Automated Eligibility Determination - Immediately assess eligibility for other supportive services.
- Goal Setting and Outcomes Tracking - Evaluates clients' progress toward goals using historical data recorded.
- Push-Button Grant Reports - Generates various required reports within seconds.
- Powerful Ad-Hoc Reporting Tools - Data Explorer report builder tool creates ad-hoc reports and query specific data.

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3. Because the exemption stated above exists, the City of San Antonio intends to contract with ClientTrack, Inc. which will cost approximately \$ \$58,600.96 annually.

Department: Human Services

Elizabeth Esparza  
Originator



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Purchasing Administrator Approval



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Department Director Approval

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City Manager  
*(approval required only for ratification by City Council)*

*Revised 7/08/11*