

FINANCE DEPARTMENT
Certificate of Exemption Form

Date: 04/05/2016

Originating Department: Human Resources

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Please select one exemption.

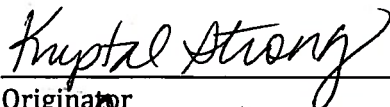
- | | |
|--|--|
| <input type="radio"/> a procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property | <input type="radio"/> paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments |
| <input type="radio"/> a procurement to preserve or protect the public health or safety of the city's residents | <input type="radio"/> 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="radio"/> a procurement necessary because of unforeseen damage to machinery, equipment or other property | <input type="radio"/> 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="radio"/> a procurement for personal, professional or planning services | <input type="radio"/> personal property sold |
| <input type="radio"/> a procurement for work that is performed and paid for by the day as the work progresses | <input type="radio"/> services performed by blind or severely disabled persons |
| <input type="radio"/> a purchase of land or right-of-way | <input type="radio"/> goods purchased by a municipality for subsequent retail sale by the municipality |
| <input checked="" type="radio"/> a procurement of items available from only one source | <input type="radio"/> electricity |
| <input type="radio"/> a purchase of rare books, papers and other materials for a public library | <input type="radio"/> advertising, other than legal notices |

This Certificate of Exemption is executed and filed with the Finance 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:

LawLogix Group, Inc. is the sole source provider of the LawLogix I-9 compliance solution (Guardian). No other organization or company offers licensing for the Guardian product.

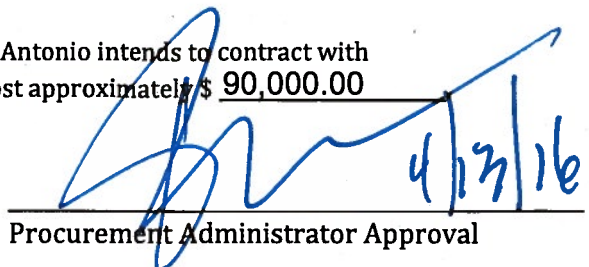
3. Because the exemption stated above exists, the City of San Antonio intends to contract with LawLogix Group, Inc. which will cost approximately \$ 90,000.00



Originator

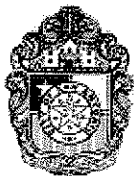


Department Director Approval



Procurement Administrator Approval

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



City of San Antonio Justification for Sole Source Purchase

Purchasing and
General Services

This questionnaire is designed to assist staff in relating information necessary for the Purchasing & General Services Department to process sole source requisitions.
(Sole Source purchases are permissible only when goods or services are available from only ONE source. Please refer to Procurement Policy & Procedures Manual on COSAweb for complete requirements.)

Source Details

*Name of Item: LawLogix I-9 Compliance System

*Manufacturer: LawLogix Group, Inc

*Model Number: Guardian

☒ Available from only one source

☐ Available from more than one source

*Name of Source: LawLogix Group, Inc

*Brief description of where or how the item(s) will be used:

Contract would provide licenses for use of the web based electronic preparation and maintenance of I-9s. I-9s are required by law for employment eligibility verification.

*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

No other company can offer licensing for the Guardian product which is already owned by the City of San Antonio.

*Will the item be used in conjunction with existing equipment?

☐ Yes

☒ No

*Will training be required?

☐ Yes

☒ No

*Name other sources whose products have been evaluated and why they do not meet requirements:

N/A

Signatures

Originator's Name:

Kristal Strong

Date:

4-5-16

Division's Approval:

Don Steward

Date:

4/6/16

Purchasing Approval:

[Signature]

Date:

4/11/16



Friday, March 04, 2016

City of San Antonio
Purchasing Division
P.O. Box 839966
San Antonio, Texas 78283-3966

Re: Sole Source Letter for LawLogix I-9 Compliance System

To Whom It May Concern:

This letter is to provide notification that LawLogix, a division of Hyland Software, Inc. ("LawLogix") is the sole source provider of the LawLogix I-9 compliance solution ("Guardian"). No other company or organization offers licensing for the Guardian product.

We take great pride in providing our customers with outstanding value in the quality of our I-9 compliance product and the related services that we provide at very competitive prices. We have not priced Guardian for multi-level distribution in order to more effectively serve our loyal customers.

Sincerely,

DocuSigned by:

Jesus Ancheta

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