

FINANCE DEPARTMENT
Certificate of Exemption Form

Date: 03/10/2020

Originating Department: Information Technology Services

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:
The Accela Right of Way Management ("ROWM") is a proprietary product. The vendor hosted cloud based system, subscription service, will be used by the City of San Antonio Public Works Department, Right of Way Management division,
3. Because the exemption stated above exists, the City of San Antonio intends to contract with Accela which will cost approximately \$ \$772,000.00 (a).

Bridget Lewis McKinney

Originator

Department Director Approval

Revised 3/12/2014

Jennifer Johnson April 21, 2020
Procurement Administrator Approval

City Manager

(approval required only for ratification by City Council)

COE-SS-ITSD-20200421-0225

Tracking Number:

(For Finance Use Only)



City of San Antonio

Justification for Sole Source Purchase

Finance
Department

This questionnaire is designed to assist staff in relating information necessary for the Purchasing Division of the Finance 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: Accela Right of Way Management ("ROWM")

*Manufacturer: Accela

*Model Number: N/A

☒ Available from only one source

☐ Available from more than one source

*Name of Source: Accela Right of Way Management ("ROWM")

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

: The vendor hosted cloud based system, subscription service, will be used by the City of San Antonio Public Works Department, Right of Way Management division to process permits for street and sidewalk closures and utility construction activities.

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

Accela Right of Way Management solution enhances communication between the Public Works ROW Division, external agencies, utility companies, and citizens. Accela ROWM System Performance functions include project coordination, affording the division to centralize and manage permits related to construction and non-construction activities within the City's infrastructure.

*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:

No other agencies/sources have been reviewed as this is a proprietary product.

Signatures

Originator's Name: Bridget Lewis McKinney (ITSD)

Date: 03/10/2020

Division's Approval: Anthony Chukwudolue (TCI)

Date: 03/31/2020

Purchasing Approval: Christie Chapman (TCI)

Date: 03/31/2020

4/28/2020