



City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents,
and forward your request to next approval authority.

Certificate of Exemption

Originating Department: Finance

Request Date: 01/15/2021

Exemption Requested/Taken

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. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- | | |
|--|---|
| <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 (Note: Department must notify the Purchasing Division immediately regarding such an event) | <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 (Note: Department must notify the Purchasing Division immediately regarding such an event) | <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 (Note: Department must notify the Purchasing Division immediately regarding such an event) | <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 | <input type="checkbox"/> Advertising, other than legal notices |

***Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?**

☐ Yes ☒ No

***Sourcing Accounting Details**

☐ Insert Shopping Cart (SC) or Purchase Requisition (PR) #

☒ Insert Annual Contract #

Enter: Annual Contract Name/Number: A/C Catalog Management Solution/4400003694



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Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

Sole Source Justification Details

*Name of Item: Catalog Management Solution

*Manufacturer: Vroozi

*Model Number: N/A

*Source Count: ☒ Available from only one source ☐ Available from more than one source

*Name of Source: Vroozi Catalog Management Solution

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

Vroozi, Inc. contract was awarded by Council ordinance on April 7, 2016 to provide the City with an integrated vendor hosted electronic catalog management solution for an amount not to exceed \$994,275.00 funded from Purchasing and General Services Fund. The initial term of the contract with Vroozi, Inc. was for a period of three years with two, one year renewal options. Contract is set to expire on March 31, 2021. A competitive RFCSP was released in 2015 for an initial award for a catalog management solution and Vroozi was the recommended solution for Citywide use with a vendor-hosted implementation. Vroozi, Inc. is the sole source provider of the Vroozi Catalog and Marketplace and Purchase Express solution ("smartOCI").

This COE is for a new contract term with Vroozi for a four year term, to begin on April 1, 2021 - March 31, 2025.

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

The Vroozi platform includes a comprehensive supplier catalog management tool to store and create hosted and punch-out compatible supplier catalogs for goods and services, a B2B e-commerce marketplace that connects with ERP systems such as SAP, a self-service supplier portal for creation and maintenance of catalog content, and a visual analytics and reporting solution. The Purchase Express product allows authorized users to create shopping lists/purchase requests from any device including laptops, tablets, and smart phones, which can be submitted for order fulfillment to authorized purchasing professionals. The platform provides a digital marketplace for employees to purchase from negotiated and contracted supplier catalogs and collaborate with suppliers by exchanging purchasing information electronically and securely.

There is no known product or software program that includes all of these components in one package, and the comprehensive platform created by Vroozi, Inc. is unique.

*Will the item be used in conjunction with existing equipment? ☒ Yes ☐ No

*Will it be used as a component to be interfaced with existing equipment? ☒ Yes ☐ No

*What is the brand and model number of existing equipment?

SAePS e-Procurement system

*Will this be used as an accessory or option? ☒ Yes ☐ No

*Will training be required? ☐ Yes ☒ No



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

Vrooz, Inc. is the sole source provider of the Vrooz Catalog and Marketplace and Purchase Express solution ("smartOCI").

***Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

*Has all of the required justification documentation been attached to this request? ☒ Yes ☐ No

Execution/Filing Details

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 current Vrooz contract expires on March 31, 2021; therefore the City has determined to continue services with the vendor-hosted catalog management solution by Vrooz for an additional four years. New term will begin on April 1, 2021 if approved.

3. Because the exemption stated above exists, the City of San Antonio intends to contract with

Vrooz, Inc. which will cost approximately \$ 577,536

Approvals

Instructions: Enter your Network credentials and "click" the **Sign** button for Authentication eSignature:

UserID: _____ Password: _____

Laura Sambrano (Finance)

Originator

01/21/2021

Date

[Signature]

Department Director Approval

1/26/2021

Date

Executive Leadership Team Approval
(approval required only for ratification by City Council)

Date

Jennifer Johnson

Procurement Administrator Approval

January 26, 2021

Date

To send this approval document to the next approver, press **Send Forward**.
To retain a copy of this request, perform a **Save As** to save it as an electronic form.