City of San Antonio
Certificate of Exemption

Finance

FY210094

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

Certificate of Exemption

Originating Department: **Information Technology Services**　　　　Request Date: **01/21/2021**

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:

☐ 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)

☐ 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)

☐ 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)

☐ A procurement for personal, professional or planning services

☐ A procurement for work that is performed and paid for by the day as the work progresses

☐ A purchase of land or right-of-way

☑ **A procurement of items available from only one source**

☐ A purchase of rare books, papers and other materials for a public library

☐ Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments

☐ 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

☐ A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212.

☐ Personal property sold

☐ Services performed by blind or severely disabled persons

☐ Goods purchased by a municipality for subsequent retail sale by the municipality

☐ Electricity

☐ 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:　Shopping Cart (SC) # / Purchase Requisition (PR) #:

NA

(enter "NA" if unavailable)

OR

Explanation (justification) why Shopping Cart # or Purchase Requisition # is unavailable

Contract 4400004700 for Kofax expired 3/31/2020. This new contract will put in place future years M&S and upgrades needed to to support upgrading PROCESS DIRECTOR for AP

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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: Readsoft Upgrade

*Manufacturer: KOFAX   *Model Number: Readsoft Total Automat

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

*Name of Source: Kofax, Inc

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

Upgrade of Readsoft Invoices Total Automation Products (Invoices/PD)

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

Upgrade to latest version of Readsoft Invoices Total Automation Productions (Invoices/PD)

*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

*Will this be used as an accessory or option?   ○ Yes   ● No

*Will training be required?   ● Yes   ○ No

  *Describe the training and the amount of training (in hours, days, or months) that will be provided.
  Upgrade Differences

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

N/A - we already own Readsoft Invoices Total Automation Products (Invoices/PD) this is to conduct an upgrade and keep us up to date with versioning of the product

*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.

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More specifically, the following event has occurred:

Behind on product versioninng

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

Kofax, INC   which will cost approximately   **$ 342,122.12**

Approvals	
Olga Bennett (ITSD)	**01/21/2021**
Originator	Date
Kevin Goodwin (ITSD)	**02/04/2021**
Department Director Approval	Date
---Not in APPROVAL PATH Routing---	
Executive Leadership Team Approval	Date
(approval required only for ratification by City Council)	
Jennifer Johnson (Finance)	**02/08/2021**
Procurement Administrator Approval	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.