



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

M E M O R A N D U M

To: Jim Scholl, City Manager  
Mark Finigan, Asst. City Manager  
David Fernandez, Asst. City Manager

From: Frank Sauer, Administrative Captain

Date: July 1, 2011

Reference: 15 suites of Field Reporting & Field Arrest Software at a total cost of \$26,250.00 from Sungard HTE on a Sole-Source Basis


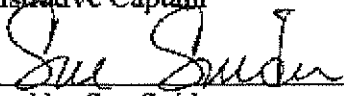
Pursuant to purchasing Code 2-844 relating to Brand Name Specifications, "Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item will satisfy the City's needs."

Additionally, "The Purchasing Agent shall seek to identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the sole source procurement provisions of section 2-797".

In this case, these software modules are only available from Sungard HTE Inc and must interface with our current system.

Purchasing Code 2-797 (1) b. states, "A contract may be awarded without competition when the department head makes a written determination and the purchasing agent verifies that, after conducting a good faith review of available sources, there is only one source for the required commodity or contractual service."

After a good faith review, this confirms that Sungard HTE Inc is the only authorized vendor for the Field Reporting and Field Arrest software the Police Department requires in the state of Florida.

	<u>7-1-11</u>
Frank Sauer Administrative Captain	Date
	<u>7-1-11</u>
Approved by Sue Snider, Purchasing Agent	Date