



# Procurement

## Sole Source Request Form

Sole Source Bidsync # 003-595951-AZ-SS

**SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)**

Department: Auditor-Controller		Date: December 4, 2019	
Vendor Name: CGI Technologies and Solutions, Inc.		Sole Source BidSync Number: 003-595951-AZ-SS	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", review and Approval is required from CEO Human Resource Services prior to contract execution.			
Contract Term (Dates): 07/01/2011 Through 06/30/2021	Is Agreement Grant Funded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Funding Source: GF Percent Funded: 100%	Proprietary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contract Amount? Aggregate: \$31,639.60		Is this renewable? NO If yes, how many years?	
Type of Request: <input type="checkbox"/> New <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment <input checked="" type="checkbox"/> Increase			
Renewal Year: None		Did vendor provide a sole source affidavit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach	
Board Date: 12/10/2019	ASR Number: Supplemental	If not scheduled to go to the Board explain why? None	
Does Contract include Non-Standard Language? If yes, explain in detail. No			
Was Contract Approved by Risk Mgmt.? No		Was Contract Approved by County Counsel? Yes	
Were any exceptions taken? If yes, explain in detail. None			
<input checked="" type="checkbox"/> DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.			
<input type="checkbox"/> Solicitation Exemption (For purchases with special circumstances, and/or when it is determined to be in the best interest of the County.)			



# OC Procurement

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**SECTION III – SOLE SOURCE JUSTIFICATION**

- 1. Provide a description of the type of contract to be established.** *(For example: is the contract a commodity, service, human service, public works, or other – please explain.) Attach additional sheet if necessary.*

This is a maintenance and support services and software license contract. This contract, MA-003-11012413, is an existing contract that was previously approved by the Board on June 21, 2011, June 24, 2014, and October 6, 2015. The requested Board action will be the fourth amendment to provide maintenance and software license for new third-party software acquired through the Performance Budgeting upgrade contract, MA-003-20010753.

- 2. Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(This information may be obtained from the scope of work prepared by the County and the vendor's proposal that provides a detailed description of the services/supplies.) Attach additional sheet if necessary.*

The County's Performance Budgeting system (PB) is a vital component of the County's infrastructure. PB is an integrated component of the County's current CAPS+ Enterprise Resource Planning suite of software, which includes the Finance and HR\Payroll systems. PB is required for the County to manage and report financial functions in an efficient, cost-effective, and responsive manner. The Performance Budgeting system is a proprietary system licensed to the County by CGI Technologies and Solutions Incorporated (CGI). The system is complex and requires regular software upgrades. The proposed PB upgrade project, MA-003-20010753, requires a change in third party software: addition of Redhat JBoss subscription to replace Websphere licenses, Redis subscription and High Charts license and subscription. An amendment to existing ten-year maintenance and support services contract, MA-003-11012413, is required to provide support for the additional software required by the PB upgrade project. Maintenance services supplied under this contract include: system problem resolution through hotline technical support; documentation updates and technical bulletins; software defect corrections and general maintenance sub-releases; and access to system enhancements through periodic new releases of the software. The releases are required to keep the suite of software licensed from CGI current with technology changes.

- 3. Explain why the recommended vendor is the only one capable of providing the required services and/or commodities.** How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source. *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.) Attach additional sheet if necessary.*

The County licenses CGI's Advantage software for its Finance, Budget, Human Resources, and Payroll enterprise system. PB is a sophisticated system requiring regular program maintenance to stay abreast of system improvements and IT environment changes. In order to receive patches to the Performance Budgeting system, the County must stay within two major releases of the current software version offered. CGI releases updates to the software periodically, offering new functionality with each release. Staying



current with the growing technology would allow the County to take advantage of improvements made in the software, ensure the latest security measures are in place, and allow all associated systems and departments the ability to upgrade existing desktop browsers and be in compliance with other applications.

The Performance Budgeting system is a proprietary application. CGI does not outsource its implementation services and is the only company that can supply the implementation knowledge, application services, and maintenance support that is necessary to upgrade the existing Performance Budgeting system.



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**4. How does recommended vendor's prices or fees compare to the general market?**Attach quotes for comparable services or supplies. Attach additional sheet if necessary.

This is a fixed price contract with CGI for bundled professional services provided for its proprietary product that the County currently utilizes. There are no other vendors that can provide comparable service for this proprietary product. As compared to the general market, the County would have to replace the budgeting existing system at a major cost with a longer project duration. Upgrading PB from 3.10 to 4.1 is considered a minor upgrade with a short project duration. Many of CGI tools and technologies (e.g. Finance and HR\Payroll systems) are already employed by the County and integrate with the Performance Budgeting system. The County currently has knowledge, expertise and experience with PB. A new budgeting system would require extensive knowledge transfer and a learning curve, which would require additional vendor support.

**5. If the recommended vendor was not available, how would the County accomplish this particular task?**

Attach additional sheet if necessary.

If the recommended vendor is not available, the County would have to spend resources on researching other options or investing in some other budgeting system. Most likely, this would require soliciting a new contract with another vendor utilizing the Request for Proposal process.

**6. Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.**

CGI has not changed its name in the last 7 years. Currently, there are no pending dispute during the last 7 years that could have an adverse impact on the Vendor's financial condition or its ability to perform services under contract with the County.

**7. If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years?** ☐ Yes ☐ No

If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.

None

**8. Explain (in detail) why a request for Solicitation Exemption is needed. (Only applicable for Solicitation Exemption)**

Attach additional sheet if necessary.


None



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### SECTION IV – AUTHOR/REQUESTOR

Signature: 	Print Name: Phillip Daigne	Date: 12-5-19
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### SECTION V – CEO Human Resource Services APPROVAL (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name:	Date:
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### SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE

Signature: 	Print Name: Maribel Garcia	Date: 12-4-19
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### SECTION VII – DEPARTMENT HEAD APPROVAL

Signature: 	Print Name: Salvador Lopez	Date: 12/4/19
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### SECTION VIII – COUNTY PROCUREMENT OFFICE

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed \$250,000, Capitol Assets and services exceeding \$75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County's online bidding system.

### SOLICITATION EXEMPTION – CEO USE ONLY:

Board of Supervisor Notification Date:					
Comments:					
CPO:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CFO:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
CPO Authorized Signature:			CFO Authorized Signature:		
Date:			Date:		

https://www.bidsync.com/DPX?ac=viewrelbidwf&reqid=1086497

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### Release Bid Workflow

Name: Albert L. Zavala  
Phone: 714-834-3504  
Email: Albert.Zavala@ac.ocgov.com  
Status: Submitter Dec 5, 2019 8:12:54 AM PST

Albert L. Zavala  
Submitter

Ana E Figueroa  
(for CPO SS Routing (Group))  
Approved

**Bid Information**

**Bid Number:**  
[003-595951-AZ-SS](#)

**Bid Title:**  
MAINTENANCE SUPPORT SERVICE AND SOFTWARE LICENSE

**Status**

**Status:**  
Approved

[View Workflow History](#)

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Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)

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