



### Legislation Details (With Text)

**File #:** 18-0345      **Version:** 1      **Name:** Caseware Sole Source  
**Type:** Resolution      **Status:** Passed  
**File created:** 10/10/2018      **In control:** City Council Legislative Session  
**On agenda:** 10/24/2018      **Final action:** 10/24/2018  
**Title:** Resolution Determining Caseware International, Inc. to be the Only Source Practicably Available From Which to Procure Technical Support and Service for Previously Purchased Financial Accounting Software

**Sponsors:**

**Indexes:** , Information Technology

**Code sections:** 2.2-4303.E. - Methods of Procurement

**Attachments:**

Date	Ver.	Action By	Action	Result
10/24/2018	1	City Council Legislative Session	approved	Pass

Resolution Determining Caseware International, Inc. to be the Only Source Practicably Available From Which to Procure An Annual Subscription and Support for Previously Licensed Financial Reporting Software

**PURPOSE/BACKGROUND:**

In 2013, through an RFP process, Caseware International, Inc. software was selected to produce the Comprehensive Annual Financial Report (CAFR). The Finance Department has invested a significant amount of time to setup, learn, and tailor that software to meet its specific needs. In addition, the City has invested over \$50,000 in one-time implementation costs. For the past five years, this software has allowed staff to automate the preparation of the City's CAFR and improve the quality of the information. This represents a significant amount of hours in learning, enhancing, and operating the software.

Staff has reviewed other available products that may prove promising in the future. A new product would require a significant amount of financial investment and labor hours to implement and learn a new system, as well as tailor it to meet the City's specific needs. Given the City's current investment in the Caseware software, the cost of implementing a new software solution outweighs any perceived benefits the new software would bring.

The support and service of the Caseware software will cost approximately \$8,600.00 annually. The proposed contract will renew annually for up to five years.

**Discussion:**

See Purpose/Background Above

**Impact:**

See Purpose/Background Above

**Recommendation:**

Approve the Resolution

**WHEREAS**, Caseware International, Inc. was the successful offeror in a 2013 request for proposals for software to facilitate the preparation of the Comprehensive Annual Financial Report (CAFR);

**WHEREAS**, Caseware International, Inc. is the only vendor practicably available to provide, support, and service said software;

**WHEREAS**, the City recognizes the public interest in providing the most efficient means reasonably available and affordable to manage its finances and produce required financial reports; and

**WHEREAS**, the price at which Caseware International, Inc. has offered its software has been determined to be fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Hampton, Virginia as follows:

1. That the Resolution determining Caseware International, Inc. to be the only source practicably available from which to procure an annual subscription and necessary support for software to produce the CAFR is approved;
2. That the contract for procuring goods and services described herein may be negotiated and awarded to Caseware International, Inc. as a "sole source" without competitive sealed bidding or competitive negotiation as set forth in Virginia Code Section 2.2-4303(E);
3. That the City Manager or her authorized designee is hereby authorized to negotiate and execute a purchase contract with Caseware International, Inc.; and
4. That the notice awarding the contract to Caseware International, Inc. shall be posted in a public place pursuant to Code of Virginia Section 2.2-4303(E).