

TOWN OF VIENNA**Request For Waiver**

Dept Finance	Date 06/20/2022	Dept Head Signature DocuSigned by: Marion Surfass 06/21/22 9:58 AM EDT D80B88B20E7D492...	Proposed Vendor TylerMunis	Amount \$ 108,910.00
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A Request For Waiver is required by the Town's Procurement Policies and Procedures.
Check the box below that best applies.

Sole Source/Proprietary	<input checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures	<input type="checkbox"/>
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CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

Explanation:

Requesting waiver for the annual maintenance and support for Tyler Technology software, which is the sole provider of the Town's financial system software including customer self-service, permitting and work orders. This is proprietary software and Tyler Technologies is the only vendor that can maintain this product.

The total amount, including disaster recovery, hardware support and training is 108,910, a 5% increase over last year, which is part of the original agreement. Invoices will arrive within the next two months.

Reviewed by: Gerald W. Amacker Date: 06/22/22 | 7:54 AM EDT Purchasing Agent
DocuSigned by: Steven D. Briglia Date: 06/24/22 | 11:28 AM EDT Town Attorney
DocuSigned by: Steven D. Briglia CED5D98EBB494F1

Reviewed and Approved by: Marion Surfass Date: 06/24/22 | 8:46 AM EDT
DocuSigned by: Marion Surfass D80B88B20E7D492... Finance Director

Reviewed and Approved by: Mercury Payton Date: 06/24/22 | 5:37 PM EDT
DocuSigned by: Mercury Payton 5BF8A83E2009459... Town Manager