

REQUEST FOR NON-COMPETITIVE CONTRACT (Rev.9.19.18) - FOR BOCS APPROVAL ON: _____

This form must be completed by Department Heads or their designee when requesting contracts where a determination has been made that seeking competition would not be in the best interest of the taxpayers:

Check off each box that applies and provide the detailed reasons in the JUSTIFICATION section.

VENDOR INFORMATION

Vendor Legal Business Name: **Gray step Software Inc**

Vendor Address: **4671 Golden Foothill Parkway #101, El Dorado Hills, CA 95762**

Vendor Main Point of Contact for Any Resultant Contract: **Blake Cichella**

Title: _____ Phone: **844-944-7798** Email: **Blake.Cichella@graystep.com**

Detailed Description of Service and Contract Term: **Licensing and support of ABSWorks.com, the software used for the ECA funds of the BOE. Current school year, to be renewed every year.**

Total Cost and Method of Compensation: **\$11,960.00 paid via Purchase Order**

EXCEPTIONS PER SECTIONS 6 (D) AND 6 (Q) OF THE CITY'S PROCUREMENT POLICY

- | | | |
|---|---|---|
| <input type="checkbox"/> Lawyers | <input type="checkbox"/> Planners | <input type="checkbox"/> Recruitment agencies for professionals |
| <input type="checkbox"/> Accountants | <input type="checkbox"/> Landscape architects | <input type="checkbox"/> Information technology advisors |
| <input type="checkbox"/> Auditors | <input type="checkbox"/> Real estate brokers | |
| <input type="checkbox"/> Financial advisors | <input checked="" type="checkbox"/> Contract deemed to be in the best interest of the City. | |

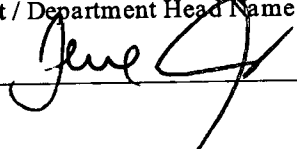
SOLE SOURCE: Only one vendor is capable of providing the service.
SINGLE SOURCE: THE SERVICE IS AVAILABLE FROM MULTIPLE SOURCES, BUT FOR CERTAIN REASONS IT MUST BE PROCURED FROM A SPECIFIC VENDOR.

- Single Source: Upgrade to existing software available only from the software developer who sells on a direct basis.
- Single Source: Upgrade to existing software available only from the software developer's designated Value-Added Reseller for this territory.
- Single Source: Continuation of an on-going service already procured from this vendor. Provide the reasons why it would not be prudent to procure these services from another vendor.
- Single / Sole Source: Sole provider of a patented or licensed service.
- Single / Sole Source: The requesting Department can demonstrate that such services, due to unique or special circumstances, cannot be procured through a competitive Request for Proposal process.

JUSTIFICATION: Provide detailed reasons why it is in the best interest of the taxpayers to contract with this vendor without competition.

The software satisfies the needs of the BOE. The pricing is competitive with other companies. To change vendors would cause unnecessary hardship on the ECA staff.

APPROVAL: I certify that to the best of my knowledge the information above is a complete and accurate justification for the competitive procurement of these services.

Department / Department Head Name: Dr. Fenix Arias
Signature:  Date: 5/24/24