



CITY OF SANTA ANA
FINANCE & MANAGEMENT SERVICES AGENCY
PURCHASING DIVISION
20 CIVIC CENTER PLAZA M-16
SANTA ANA, CA 92701
PHONE (714) 647-5460 | FAX (714) 647-6944

REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS

Requests for exceptions to the competitive bidding process require detailed justification. This form must accompany your requisition whenever an exception to the competitive bidding process is requested. *Such a request should not be made unless supported by factual statements that will pass an independent audit.* The request must be approved the executive director or their designee. City Manager approval may be required for contracts exceeding \$25,000. **Failure to respond fully to any of the questions could result in delay or rejection of your request due to inadequate justification.**

Department/Section: Finance/ Budget Office	Requested By: Shannon McCarron	Date: 10/07/2022
Recommended Vendor: Questica, LTD	Vendor's Email/Phone No. prabeau@questica.com	Vendor Contact: 1-877-707-7755 x4613
Type of Contract: <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Change Order <input type="checkbox"/> Increase	Requisition No.:	Amount: \$231,804
<i>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, RFCA, etc.).</i>		Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

One or more of the following circumstances, with adequate justification, may serve as the basis for an Exception to Competitive Bidding (*SAMC Sec. 2-807*). Check off all that apply.

- ☐ Sole Source – only one known or reasonably available source due to a patented or proprietary feature exists and there is no acceptable substitute available for the product or service requested;
- ☐ Materials, supplies, labor, and equipment are necessary for the preservation of life, health or property;
- ☐ Formal solicitation attempted, but no bids were received or all bids were rejected and Council determined materials can be obtained at a lower cost; and
- ☐ Piggyback – purchases from vendors whose names are on current established lists and have been awarded the same type of purchase contract by another public agency (i.e. federal, state county, city, water district, school district, etc.) after a competitive bidding process.

Other reasons for an exception to the competitive bidding process may include:

- ☐ Grant requires the use of a specific vendor;
- ☐ Purchase of used equipment is available at a significant discount;
- ☐ A one-of-a-kind product not available from more than one supplier, such as the procurement of a product with intrinsic historic, artistic or educational value; and
- ☒ The City desires to maintain an established aesthetic standard and/or functional characteristic for the purpose of preserving appearance and/or costs savings.

NOTE: Please attach documentation to support justification (e.g. sole source letter, patent/proprietary information, solicitation number if attempted or piggybacking, market research, etc.)

1. Provide a detailed description of the product or service being requested. Use enough detail to clearly describe it to someone not familiar with the product/service. Attach additional sheet if necessary.

Questica software application is used to populate personnel costs; provide various budget and capital scenarios; SBRs; provides automated workflow and integrates with the financial system; used to produce the budget book and CIP book. OpenBook feature allows for transparency to residents. The public is able to search and view the City's check register.

2. What is the unique performance factor of the requested product that cannot be met by another vendor?

Questica is fully integrated with Lawson since 2018; Lawson serves as the City's ERP software system; is fully integrated with Balancing Act; has a check register that allows the public to view all payments completed by the City and is updated on a regular basis utilizing Lawson files/reports.

3. If sole source, state why the recommended vendor is the only one capable of providing the required product/service. Provide comprehensive explanation of the research done and supporting documentation which demonstrates the sole source nature of this request (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors). Include a list of other vendors contacted.

The costs and burden to shift the services to a new company is too great as the time and staff to dedicate to this project will surpass any savings in a new system. User training will be required and custom reports must be developed by the time the budget process formally commences in January. There has been significant investment in using a variety of Questica features to streamline multiple financial processes.

4. What is the name of the public agency whose request for proposal or competitive bidding process substantially equivalent to the City's is being proposed in lieu of conducting your own? Attach copy.

If these questions do not apply to your request, attach a separate sheet with justification.

I CERTIFY that to the best of my knowledge, after having reviewed all pertinent information available to me that all the above information is true, complete and accurate.

REQUESTOR'S NAME Shannon McCarron	SIGNATURE Shannon McCarron <small>Digitally signed by Shannon McCarron DN: cn=Shannon McCarron, o=City of June 2022.10.07 11:13:15 -0700</small>	DATE
DIVISION HEAD/MANAGER'S NAME Alex Trinidad	SIGNATURE Alexander Trinidad <small>Digitally signed by Alexander Trinidad Date: 2022.10.12 16:55:42 -0700</small>	DATE
EXECUTIVE DIRECTOR/DESIGNEE'S NAME Kathryn Downs	SIGNATURE  <small>Kathryn Downs (Oct 13, 2022 07:59 PDT)</small>	DATE

Purchasing Manager's Comments:

PURCHASING MANAGER'S APPROVAL 	DATE 10/17/22
CITY MANAGER'S APPROVAL	DATE

Questica Ltd Exception-to-competitive-bidding-process_SMM Edits (kl review)

Final Audit Report

2022-10-13

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By:	Rosie Perez (rperez5@santa-ana.org)
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