



MAY 1 AM 10:25

## TOWN OF TAOS SOLE SOURCE REQUEST AND DETERMINATION FORM

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Procurement Officer. The foregoing is a requirement under NMSA 13-1-126 – 13-1-126.1 as amended by Laws 2013, ch. 40 § 6 effective June 14, 2013.

- I. Name of Entity: TOWN OF TAOS
- Procurement Agent: Sharon Voigt  
svoigt@taosgov.com
- Telephone Number: 575-751-2025
- II. Name of prospective Contractor: Tyler Technologies
- Address of prospective Contractor: 5519 53<sup>rd</sup> Street, Lubbock, TX 79414
- Amount of prospective contract: Approximately \$36,534.27 excluding any applicable taxes
- Term of prospective contract: Annually; July 1, 2017 to June 30, 2018
- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract: Software support, maintenance and upgrades for Tyler Technologies products, not limited to Incode.
- IV. Provide an explanation of: the criteria developed and specified by the department. The town currently has Incode software which was purchased from Tyler Technologies, Inc. Other governmental software packages are available, however, due to cost of replacing the current software we have determined that it is in the best interest of the town to continue with Incode maintenance renewal instead of spending an additional \$250,000+ for replacement software packages that offer the same applications and do not offer anything more or different than our current Incode software. Startup costs for Incode Software is \$170,640.00 plus \$19,115.00 for annual maintenance = \$189,755.00. 4 Gov Software is \$167,629.00 plus \$46,992.00 annual maintenance = \$214,621.00. Note: these quotes were obtained about 3-4 years ago. The town is not interested in purchasing a new financial software package at this time or upgrading the current system. The cost to replace the existing system is cost prohibitive and not practicable.

- V. Provide a detailed, sufficient explanation of the reasons, qualifications, proprietary rights or unique capabilities of the prospective contractor that makes the prospective contractor ***the one source*** capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) See attached. The software is proprietary and is licensed under exclusive rights of Tyler Technologies. Because of such, no other vendor can offer support, maintenance and upgrades for the software system.
  
- VI. Provide a detailed, sufficient explanation of how the professional service, service, construction or item(s) of tangible personal property is/are ***unique and how this uniqueness is substantially related to the intended purpose of the contract***. Proprietary software.
  
- VII. Explain why other similar professional services, services, construction or item(s) of tangible personal property ***cannot*** meet the intended purpose of the contract. As stated this software is proprietary and no other vendor can offer support, maintenance or upgrades to the system.
  
- VIII. Provide a narrative description of the agency’s due diligence in determining the basis for the procurement, including procedures used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; reviewing telephone books and other advertisements; contacting similar service providers; and reviewing the State Purchasing Agent’s vendor list. Include a list of businesses contacted (***do not state that no other businesses were contacted***), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract. (See IV above)

Certified by:

Department Approval by:

Date: 5/4/17

Marietta D. Fambro  
 Department Head

***If this sole source relates to a procurement of general services:***

- 1) Signature of the Town Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.
- 2) Sole source is granted as of the date of signature by the Procurement Officer.
- 3) Signature of the Procurement Officer on this form is the final signature required for this sole source procurement.

***If this sole source relates to a procurement of professional services:***

- 1) Signature of the Procurement Officer on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenge(s).
- 2) Signature of the Procurement Officer (below) is required; and
- 3) Sole source is granted as of the date of signature by the Procurement Officer.

APPROVED:

Date: \_\_\_\_\_

\_\_\_\_\_

Town of Taos Procurement Officer

\_\_\_\_\_

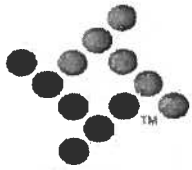
Town Purchasing Agent

Challenges

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**tyler**  
technologies

## Renewals Quote

Customer No.	Date	Page
44749	04/25/2017	1 of 2

**Customer :**

Taos, NM Town of  
Taos, Town of  
Attn: Sharon  
400 CAMINO DE LA PLACITA  
TAOS NM, 87571

**Ship To : STX-AR-MST**

Taos, NM Town of  
Taos, Town of  
Attn: Sharon  
400 CAMINO DE LA PLACITA  
TAOS NM, 87571

	Quantity	Current Fee	Renewal Fee
Accounts Payable Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$2,051.70	\$2,154.29
Central Cash Collection Maintenance Period: 11/1/2016 to 10/31/2017	1.00	\$1,682.90	\$1,767.05
Check Reconciliation Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$0.00	\$0.00
Fixed Assets Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$478.41	\$502.33
General Ledger Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$2,917.39	\$3,063.26
Payroll/Personnel Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$2,375.98	\$2,494.78
Purchase Orders Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$2,051.70	\$2,154.29
Utility CIS System Maintenance Period: 11/1/2016 to 10/31/2017	1.00	\$3,645.80	\$3,828.09
Service Order Management Maintenance Period: 11/1/2016 to 10/31/2017	1.00	\$1,495.75	\$1,570.54
Business License Maintenance Period: 2/1/2017 to 1/31/2018	1.00	\$762.66	\$800.79
General Ledger JE Import Maintenance Period: 1/1/2017 to 12/31/2017	1.00	\$310.96	\$326.51
Basic Network Support Services Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$1,046.62	\$1,098.95
Secure Signatures Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$419.44	\$440.41
Each Signature Maintenance Period: 7/1/2016 to 6/30/2017	1.00	\$107.21	\$112.57
HR Base Package Maintenance Period: 11/1/2016 to 10/31/2017	1.00	\$2,097.99	\$2,202.89
Position Control/Budgeting Maintenance Period: 11/1/2016 to 10/31/2017	1.00	\$1,678.66	\$1,762.59

**THIS IS NOT AN INVOICE**



**tyler**  
technologies

## Renewals Quote

Customer No.	Date	Page
44749	04/25/2017	2 of 2

**Customer :**

Taos, NM Town of  
Taos, Town of  
Attn: Sharon  
400 CAMINO DE LA PLACITA  
TAOS NM, 87571

**Ship To : STX-AR-MST**

Taos, NM Town of  
Taos, Town of  
Attn: Sharon  
400 CAMINO DE LA PLACITA  
TAOS NM, 87571

	Quantity	Current Fee	Renewal Fee
Electronic Time Clock Interface Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$478.61	\$502.54
Epson TM-H6000III Thermal Receipt Printer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$395.58	\$435.14
Epson TM-H6000III Thermal Receipt Printer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$395.58	\$435.14
Epson TM-H6000III Thermal Receipt Printer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$395.58	\$435.14
Epson TM-H6000III Thermal Receipt Printer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$395.58	\$435.14
Media Plus Automated Cash Drawer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$77.95	\$85.75
Media Plus Automated Cash Drawer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$77.95	\$85.75
Media Plus Automated Cash Drawer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$77.95	\$85.75
Media Plus Automated Cash Drawer Maintenance Period: 10/1/2016 to 9/30/2017	1.00	\$77.95	\$85.75
TylerU Maintenance Period: 4/1/2017 to 3/31/2018	1.00	\$1,500.00	\$1,500.00
Forms Overlay - Maintenance Maintenance Period: 4/1/2017 to 3/31/2018	1.00	\$502.01	\$527.11
Enhanced Utility Bill Printing - Maintenance Maintenance Period: 8/1/2016 to 7/31/2017	1.00	\$334.27	\$350.98
Incode Content/Document Management Suite - Maintenance Maintenance Period: 9/1/2016 to 8/31/2017	1.00	\$4,429.31	\$4,650.78
Monthly fee to support and host Web site (T) Maintenance Period: 5/1/2017 to 5/31/2017	1.00	\$1,200.00	\$1,200.00
Utility Billing Online Component - Monthly Fee (T) Maintenance Period: 5/1/2017 to 5/31/2017	1.00	\$1,440.00	\$1,440.00

Does not include any applicable taxes

**Quote Total: \$36,534.27**

**THIS IS NOT AN INVOICE**