



## SINGLE SOURCE/SOLE SOURCE JUSTIFICATION

Purchasing and Services Division

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**Instructions:** Use this form whenever a specific product or services is required and no other acceptable alternatives is available and/or suitable. Please submit this form to the Purchasing Division **completed with the approval of the City Manager or Assistant City Manager.**

Section 1: Type of Justification – Check ONLY ONE BOX below.

SINGLE SOURCE JUSTIFICATION: Item or services being requested has unique performance features not found in other items but is available on the open market from multiple sources. Specific brand or manufacturer is required to complete task but it can be obtained from more than once source at the time.

SOLE SOURCE JUSTIFICATION: Item or services being requested has unique performance features not found in other items **and is available only from a single manufacturer or from single dealer with exclusive distribution rights.**

Section 2: Required Information

*All questions below must be fully completed to support a sole brand or sole source procurement. Attach any additional information to expand justification.*

**1. What is the particular product/services and the vendor chosen?**

Vendor: G Force Global Technologies, Inc

Service: Convert existing reports and logic from the legacy Unisys system to open Windows environment

**2. What are the unique performance features of the product/service you have specified that are not available from any other source? Be specific.**

The legacy Unisys system was the customized in-house financial system which is written in a programming language that is no longer practiced and is accessed through Windows XP, an operating system which is no longer supported by Microsoft. To upgrade the system to work with current Unisys technologies on the Windows 10 platform, it will cost \$88K plus an annual maintenance cost of \$28K with a 10% increase in software maintenance per year. Finance, Human Resources, Transportation and Engineering, Utilities & Environmental Services and Development Services require access the information in this legacy system for the foreseeable future and there is no remaining IT institutional knowledge to support the Unisys system.

G Force Global Technologies will convert the data to an open Windows environment to reduce costs over time. This conversion will allow us to use our existing Microsoft SQL license architecture to support the converted database at no additional software cost. The anticipated cost for converting the legacy proprietary data to an open Windows environment and for creating the customized reports in the SQL language is \$83K. Since the legacy system is antiquated, proprietary, and customized, G Force Global Technologies is the only company that is capable of completing the conversion of the legacy data to an open windows source. Rodney Chew, the programmer with G Force Global Technologies, previously worked with the City of Hayward when the Unisys system was implemented and taught staff how to code in the Unisys system. There are only two other programmers capable of translating the data in the Unisys system without having to spend time learning the language and deciphering the code before migrating the data into SQL and creating a system to interpret the information in a usable format. However, the two programmers no longer work for the City and have no interest in completing this project. I also completed internet searches for programmers that coded in Cobol or LINC on the Unisys platform and this did not produce any usable candidates who would not require an extensive learning curve.

**3. Why are these specific performance features required to perform its intended function? Explain why the design/performance features are essential.**

To save the city financially over time by reducing the initial \$88K data conversion cost and ongoing annual \$28K maintenance costs, G Force Global Technologies will convert the data stored in a legacy proprietary database to Microsoft SQL database with a .Net interface. Converting to an open Windows environment will ensure internal staff are able to support this database today and for the foreseeable future. SQL is used across all databases and any developer working with databases is required to have a basic understanding of SQL.

**4. Explain efforts made to obtain best possible price. What is the anticipated cost for this purchase? Why do you consider the price to be fair and reasonable?**

To maintain the proprietary Unisys system, it would cost a one-time fee of \$88K plus annual cost of the Unisys Software, Unisys Subscription, Maintenance and Linc Developer which is approximately 28K per year with a 10% increase every year.

G Force Global Technologies has proposed a quote to convert the data from Unisys to SQL for \$28K and proposed a quote of \$55K to create the .Net interface and convert all reports used in the Unisys legacy system. This represents a savings of \$5K over the \$88K proposal provided by Unisys. This also reduces and potentially eliminates the annual maintenance of \$28K which represents a considerable savings for the City.

Each report is deciphered, translated, created and then tested for accuracy; there are over 200 reports. A SQL report can take over 8 hours to create depending on its complexity.

**5. What other comparable products or services are available and why were they rejected and does not meet the department's needs? State specific reasons to include manufacturer, brand name, model and vendor name.**

I negotiated with Rodney Chew for 2 months to reduce the price down to \$84K, the original amount G Force Global quoted was \$96K. There are no other vendors capable of completing this work since the system is a proprietary system. Rodney Chew, the programmer with G Force Global Technologies, previously worked with the City of Hayward when the Unisys system was implemented and taught staff how to customize and code in the Unisys system. I contacted previous employees who worked on the legacy system to convert the data to SQL but they were not interested in taking on this project.

**Section 3: Certification**

I am aware of the requirement for competitive bidding and the established criteria for justification of sole source purchases. As an authorized department representative, I have gathered the required technical information and have made a concentrated effort to review comparable products and services for this purchase.

Requestor – Print Name:	Date:
Department Head Signature:	Department: Information Technology

**Section 4: Approval/Endorsement**

Director of Finance:	Date:
City Manager/Assistant City Manager:	Date: