



Sole/Single Source Form

Complete one form for each sole/single source expenditure as it applies and attach a sole source letter from the vendor. All forms are valid for one (1) year from approval date unless specified by Purchasing below. Request \$50,000 and greater will be routed to all signature parties and requires City Council approval prior to the purchase.

Return completed forms to Purchasing at Purchasing@killeentexas.gov.

Department/Division: Information Technology Requestor Name: Helen Crathers

Vendor Name: Tyler Technologies Cost: \$ 70,518.84 Date: 03/07/2023

Check each box that applies to your sole/single source purchase:

- ☒ Items available from only one source because of patents, copyrights, secret processes, or natural monopolies. Films, manuscripts, or books.
- ☐ Gas, water, or other utility services (Letter from vendor not required)
- ☐ Captive replacement parts or components for equipment.
- ☐ Books, papers, and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials.
- ☐ Management services provided by a non-profit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- ☒ Annual maintenance for software and equipment the City already owns.
- ☐ Single source because of standardization, warranty, or other factors.
- ☐ Other _____

Describe in detail the product and/or service to be procured and how they meet your needs.

Tyler Technologies is the manufacturer of the City of Killeen's Municipal Court software Incode. Tyler Technologies is the only company that can provide technical support, updates, and licenses for the software Incode.

Department/Division Head Signature: 

Purchasing division justification:

Tyler Technologies Inc. is the sole source for the development, licensing, implementation, maintenance and support of the Incode software.

Director of Procurement Signature: Lorianne Luciano Digitally signed by Lorianne Luciano
Date: 2023.03.14 16:44:02 -05'00'

☒ Approved ☐ Disapproved

Expiration Date: _____

The approvals on the following page are required for expenditures \$50,000 and greater:

Executive Director of Finance Signature: _____

Miranda A. Drake

Digitally signed by Miranda Drake
Date: 2023.03.14 20:09:10 -05'00'

☒ Approved

☐ Disapproved

Comments:

City Attorney Signature: **Holli Clements**

Digitally signed by Holli Clements
Date: 2023.03.15 08:37:02 -05'00'

☒ Approved

☐ Disapproved

Comments:

City Manager Signature: **Danielle Singh**

Digitally signed by Danielle Singh
Date: 2023.03.15 09:27:47 -05'00'

☒ Approved

☐ Disapproved

Comments: