

**City of Killeen**  
**Sole/Single Source Purchase Form**

Vendor Name: Superion

Vendor Contact: Susan Errington

Phone: (407)304-3135

FAX: (407)304-4227

Check one: ☐ This is a recurring procurement from 07/18 to 06/19 (cannot exceed 1 yr )  
(mm/yy) (mm/yy)

OR

☐ This is a one-time procurement for this product or service. (Cost \$ 145,822.50)

**Purpose:** You will complete this form for procurements where the basis for the vendor selection is:

- 1) Only one *specific* supply or service that can reasonably meet your need
- 2) Only one vendor who can reasonably provide that supply or service

**You MUST meet BOTH criteria to have a sole-source procurement.**

**You MUST meet criteria #1 to have a brand name sole source procurement.**

Date of Request June 13, 2018

Requisition or PO Number: 134035

Requesting Department: Information Technology Services

Contact Name: Mandy Cline

Phone: 501-7707

Fax:

E-Mail: mcline@killeentexas.gov

Before a decision can be made to approve a request for Sole Source procurement, the following information is needed. Please provide all of the requested information on this form and submit it to the Purchasing Manager.

**Note:** A sole source justification cannot be based on price alone. If sole source is approved, your department will be required to make a determination that the price is fair and reasonable. Please submit applicable information on this form.

If additional space is required, use additional sheets of paper and submit with this completed form.

1) NEEDS STATEMENT –

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

Superion, formerly SunGard Public Sector, is the software of choice by the City of Killeen

Finance, Human Resources, Purchasing, and Public Works departments for municipal

operations, to execute business processes and services to citizens and employees.

2) FEATURES REQUIREMENTS –

What unique design/performance features does this product/service have that are essential to your requirements? Please provide a brief yet technical explanation as to why these features are essential. Provide the manufacturer and model of your existing equipment. List the major features/capabilities of the product/service that are required:

The maintenance for this software is essential to ensure that the software continues to function properly and efficiently. The maintenance can only be provided by the software company that owns the software – Superion.

3) COMPETING BRANDS INVESTIGATED –

What other suppliers did you contact? Did you consider other products or services with similar capabilities? Indicate the specific brands/models of competitors' products that were investigated and describe why, specifically, they do not meet some, or all, of the FEATURES REQUIREMENTS listed in Item #2. Requestor needs to state that to the best of his/her knowledge, these are the only companies that make this type of equipment. Please list sales representatives and telephone numbers so we may contact these vendors to verify that other products do not meet your needs.

Superion (SunGard Public Sector) software was purchased by the City in 1998 using the competitive bid process. This software was deemed best value for fully satisfying the Municipal requirements for business

4) BRAND NAME SOLE SOURCE –

Is the specific brand/model of product being recommended for procurement available from more than one source (i.e., dealers, distributors)? ( ) Yes (✓) No

If “Yes”, this will be processed as a brand name sole source. Please provide the company names of known sources:

5) CONFLICT OF INTEREST STATEMENT -

The Department must have the vendor verify that there is no real or potential Conflict of Interest (CIQ) in recommending this product and/or service as a Sole Source procurement. If there is

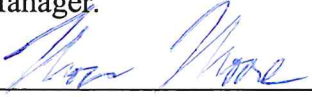
any potential for Conflict of Interest, the vendor is responsible for filling out a CIQ questionnaire.

6) SOLE SOURCE PURCHASE JUSTIFICATION MEMO-

Attach the memorandum from the vendor which addresses the five (5) criteria for justification of a sole source purchase, mentioned above.

Department Approval:

By signing below, the Department is certifying that the information submitted on this form is accurate. The final determination of sole source or brand name sole source will be made by the City Manager.


  
Signature (Department Head)

7-2-18  
Date

FOR PURCHASING DIVISION USE ONLY

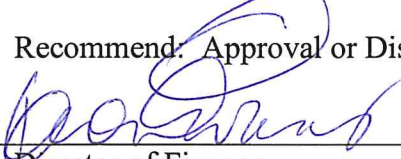
RECOMMENDATION:

- ☒ Sole source approved – purchase as requested.  
☐ Brand name approved – issue bid on a “no substitutes” basis.  
☐ Sole Source not approved – issue bid using performance specifications.

  
Purchasing Manager

7/6/18  
Date

Recommend: Approval or Disapproval

  
for Director of Finance

7/6/18  
Date

Comments

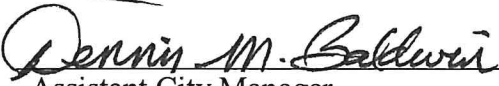
Recommend: Approval or Disapproval

  
for City Attorney

7/12/18  
Date

Comments

Approved or Disapproved

  
Assistant City Manager

7/12/18  
Date

Single Source  
Comments



June 27, 2018

IT Department  
City of Killeen  
P.O. Box 1329  
Killeen, TX 76540

To whom it may concern,

This letter is intended to reflect that the NaviLine brand Software applications are proprietary software and services solely provided by Superion, LLC. Further, Superion, LLC is the sole provider in training, modification, and miscellaneous support of these applications. Superion, LLC is the sole owner, provider, developer and supporter of the NaviLine brand software and has full power and authority to grant the rights to license it without the consent of any other person or entity.

If you have any questions or need additional information, please do not hesitate to call me.

Sincerely,

Marshall Harris  
Contracts Specialist





ADDENDUM TO CONTRACT FOR GOODS OR SERVICES  
(Change as needed to match the name or type of your contract)

This addendum supplements that certain \_\_\_\_\_ (Name of Contract), dated \_\_\_\_\_, made by and between the City of Killeen ("City") and Superion, LLC ("Vendor" or whatever matches the contract).

1. **Verification by Vendor.** Vendor hereby verifies that it does not boycott Israel and will not boycott Israel during the term of this contract. Boycotting Israel is defined in Texas Government Code section 808.001 to mean refusing to deal with, terminating business activities with, or taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
2. **Incorporation.** The provisions of this Addendum shall be incorporated into and are hereby made an essential part of the contract.
3. **Full Force and Effect.** Except as expressly modified herein, all other terms and provisions set for in the contract shall remain in full force and effect and shall not otherwise be affected by this Addendum.

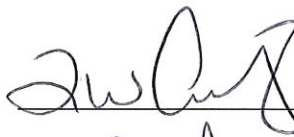
The City and Vendor have duly executed this Addendum as of this 6<sup>th</sup> day of AUGUST, 2018.

City of Killeen

Superion, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

  
By: Tom Amburg  
General manager



## Interoffice Memorandum

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Information Technology, 101 E. Ave D Killeen, TX 76541 • 254.501.7891

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**To:** Dennis Baldwin, Assistant City Manager  
Traci Briggs, Deputy City Attorney  
Jon Locke, Executive Director of Finance *TL*  
Sophonia Price, Senior Purchasing Specialist *SP*

**From:** Thomas Moore, Executive Director of Information Technology Services

**Date:** July 2, 2018

**Subject:** Annual renewal of *Superion* software support and maintenance via a Single Source Purchase Request

Recommend the Assistant City Manager sign the single source request for the annual renewal of *SunGard Public Sector* software support and maintenance in the amount of \$145,882.50.

1. *SunGard Public Sector* software was purchased by the City in 1998 in a competitive bid process. This software was deemed best value for fully satisfying the requirement of the financial, personnel, and municipal business processing for City business.
2. This single source request is for renewal use only. *SunGard Public Sector* is the single source for the *SunGard Public Sector* software.
3. The *SunGard Public Sector* software annual license fee is \$145,882.50. Funding for this renewal is provided in account 627-2705-419-4243.
4. The price is considered reasonable due to the competitive bid process completed in 1998 when *SunGard Public Sector* was awarded the contract with the City of Killeen.

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Thomas A. Moore  
Exec Director, Technology Services