



# City of San Antonio Certificate of Exemption

Finance

Please fill this form out online, attach any required support documents,  
and forward your request to next approval authority.

## Certificate of Exemption

Originating Department: Mayor and Council Support

Request Date: 10/25/2023

## Exemption Requested/Taken

The City is authorized under limited conditions to make procurements outside of the competitive solicitation process. Chapter 252 of the Local Government Code provides guidance regarding sixteen general exemptions from the competitive solicitation. Departments must submit vendor(s) quotations for any selection below. Please select one exemption:

- |  |   |
|--|---|
| <input type="checkbox"/> A procurement made because of a public calamity that requires funds to relieve the needs of the residents or to preserve city property (Note: Department must notify the Purchasing Division immediately regarding such an event) | <input type="checkbox"/> Paving, drainage, street widening and other public improvements or related matter where at least one-third of the costs are paid by special assessments  |
| <input type="checkbox"/> A procurement to preserve or protect the public health or safety of the city's residents (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A public improvement project which has been authorized but for which there is deficiency of funds to complete in accordance with the plans as authorized |
| <input type="checkbox"/> A procurement necessary because of unforeseen damage to machinery, equipment or other property (Note: Department must notify the Purchasing Division immediately regarding such an event)   | <input type="checkbox"/> A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchap. C, Ch 212.              |
| <input type="checkbox"/> A procurement for personal, professional or planning services   | <input type="checkbox"/> Personal property sold   |
| <input type="checkbox"/> A procurement for work that is performed and paid for by the day as the work progresses   | <input type="checkbox"/> Services performed by blind or severely disabled persons   |
| <input type="checkbox"/> A purchase of land or right-of-way  | <input type="checkbox"/> Goods purchased by a municipality for subsequent retail sale by the municipality   |
| <input checked="" type="checkbox"/> A procurement of items available from only one source  | <input type="checkbox"/> Electricity  |
| <input type="checkbox"/> A purchase of rare books, papers and other materials for a public library   | <input type="checkbox"/> Advertising, other than legal notices  |

**\*Is this an "Emergency" purchase request that exceeds \$50,000 in value and would require City Council ratification?**

☐ Yes ☒ No

**\*Sourcing Accounting Details**

☐ Insert Shopping Cart (SC) or Purchase Requisition (PR) #

☒ Insert Annual Contract #

Enter: Annual Contract Name/Number: 6100017537




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## Sole Source Justification Notice

You have indicated that this Certificate of Exemption is being requested for a purchase that is categorized as a "Sole Source" procurement. Justification for such a purchase **MUST be provided in the following section of the form, where the justification for sole source purchase can be documented and submitted as part of this Certificate of Exemption request.** Provide any vendor-provided documents used in justifying the sole source aspects of this purchase, attaching any correspondence(s) related to establishing that justification.

Click on the paperclip icon  located in the left margin of this form to make any required attachment.

## Sole Source Justification Details

\*Name of Item: Leidos Digital Solutions Intranet Quorum software support agreement

\*Manufacturer: Leidos Digital Solutions, Inc \*Model Number: Intranet Quorum (IQ)

\*Source Count: ☒ Available from only one source ☐ Available from more than one source

\*Name of Source: Leidos Digital Solutions, Inc.

\*Brief description of where or how the item(s) will be used:

Intranet Quorum software support agreement which include help desk support, engineering, consulting, training, account management, webinars and online training, and custom reports and workflow templates.

\*Describe the performance functions proprietary to the item(s) requested and why they are necessary to accomplish the project:

This support agreement is needed to support the use of an annual software subscription service of the IQ software used by multiple city council districts, including the mayor's office.

\*Will the item be used in conjunction with existing equipment? ☐ Yes ☒ No

\*Will training be required? ☐ Yes ☒ No

\*Name other sources/brands whose products have been evaluated and why they do not meet requirements:

N/A

**\*Required attachment(s): Vendor Quotation and Sole Source Vendor Justification Letter explaining why requested item(s) are only suitable from one source.**

\*Has all of the required justification documentation been attached to this request? ☒ Yes ☐ No

## Execution/Filing Details

***This Certificate of Exemption is executed and filed with the Finance Department as follows:***

1. The undersigned is authorized to approve an exemption;
2. An exemption according to Section 252.022 of the Local Government Code exists.

More specifically, the following event has occurred:

A procurement of service from only one source

3. Because the exemption stated above exists, the City of San Antonio intends to contract with

Leidos Digital Solutions, Inc which will cost approximately \$ 7,500



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## Approvals

**Instructions:** Enter your Network credentials and "click" the **Sign** button for Authentication eSignature:

UserID: \_\_\_\_\_ Password: \_\_\_\_\_

**Viengsai Vongchampa (Finance-Share)**  
Originator

**10/25/2023**  
Date

**Emily McGinn (City Council)**  
Department Director Approval

**10/25/2023**  
Date

**---Not in APPROVAL PATH Routing---**  
Executive Leadership Team Approval  
(approval required only for ratification by City Council)

\_\_\_\_\_  
Date

*Jennifer Johnson*  
Procurement Administrator Approval

**10.30.2023**  
Date

☐ Update Estimated \$\$ Amount in item 3 (above)

Updated Estimate Amt \$ \_\_\_\_\_

To send this approval document to the next approver, press **Send Forward**.  
To retain a copy of this request, perform a **Save As** to save it as an electronic form.

October 26, 2023

Ms. Sarah Yates  
Business Relationship Manager  
City of San Antonio, Texas  
Information Technology Services  
PO Box 839966  
San Antonio, TX 78283-3966

Dear Ms. Yates:

With this letter, Leidos Digital Solutions Inc. (Leidos) is pleased to offer Intranet Quorum® (IQ) software products and professional services support to the City of San Antonio (TX) City Council (City Council).

Leidos Digital Solutions Inc. continues to be the exclusive provider of Intranet Quorum (IQ) products and services. No other vendor, reseller, or distributor is authorized to provide the support services for our application to the City Council. IQ is a comprehensive highly configurable solution designed specifically for use in government organizations. No other vendor has the detailed knowledge of the IQ solution to provide quality services and support.

With over three decades of experience providing Business Process Management solutions, we are confident that our team of proven professionals will deliver the necessary products and services while maintaining the highest level of customer satisfaction.

If upon review of this letter, if you have any questions, please do not hesitate to contact Craig Boerger at (571) 278-7015 for technical matters or the undersigned at (407) 422-4911 for contractual matters.

Sincerely,



Lian Alfonso  
Senior Contracts Representative  
Phone: (407) 422-4911  
[lian.alfonso@leidos.com](mailto:lian.alfonso@leidos.com)