



# 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.

FY230118

## Certificate of Exemption

Originating Department: SAPD

Request Date: 02/01/2023

### 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:** Shopping Cart (SC) # / Purchase Requisition (PR) #: 2000796871  
(enter "NA" if unavailable)

OR

Explanation (justification) why Shopping Cart # or Purchase Requisition # is unavailable




# 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.

## 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: Criminal Education: An Illustrated Case Study Approach ISBN: 9780135057490 and 9780132722780

\*Manufacturer: Pearson Education, Inc.

\*Model Number: See above

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

\*Name of Source: Pearson Education, Inc.

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

The San Antonio Police Department is requesting to purchase 400 each textbooks and 50 e-books to be used as study material for the upcoming Detective's promotional exam from Pearson Education, Inc. The Pearson Education textbooks were selected by a committee established pursuant to the San Antonio Police Department's Collective Bargaining Agreement. Although there are many textbook distributors who publish textbooks with similar content, the committee selected the Pearson Education textbook and due to time sensitivity, Pearson is the only vendor that has the required number of textbooks readily available to ship by the required date due. The textbooks are required in a timely manner in order to distribute the study material to the officers according to the San Antonio Police Department's Collective Bargaining Agreement distribution guidelines.

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

The textbooks will be used as study material for the Detective's promotional exam.

\*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:

The Pearson textbook was selected pursuant to an established committee's recommendation under the terms of the San Antonio Police Department's Collective Bargaining Agreement. Additionally, no other vendor has the number of textbooks readily available in order to receive them by the department's required date due to distribute the study material to the officers in accordance with the Collective Bargaining Agreement guidelines.

**\*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:***



# 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.

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:

The San Antonio Police Department is requesting to purchase 400 each textbooks and 50 e-books to be used as study material for the upcoming Detective's promotional exam from Pearson Education, Inc. The Pearson Education textbooks were selected by a committee established pursuant to the San Antonio Police Department's Collective Bargaining Agreement. Although there are many textbook distributors who publish textbooks with similar content, the committee selected the Pearson Education textbook and due to time sensitivity, Pearson is the only vendor that has the required number of textbooks readily available to ship by the required date due. The textbooks are required in a timely manner in order to distribute the study material to the officers according to the San Antonio Police Department's Collective Bargaining Agreement distribution guidelines.

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

**Pearson Education, Inc.** which will cost approximately \$ **69,011**

## Approvals

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

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

<b>Velma Martinez (SAPD)</b> Originator	<b>02/01/2023</b> Date
--	---------------------------

<b>Richard Riley (SAPD)</b> Department Director Approval	<b>02/01/2023</b> Date
---	---------------------------

----- Executive Leadership Team Approval (approval required only for ratification by City Council)	----- Date
--	---------------

<i>Jennifer Johnson</i> Procurement Administrator Approval	<b>2.02.2023</b> Date
---	--------------------------

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.