



# 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.

FY220428

## Certificate of Exemption

Originating Department: Development Services

Request Date: 07/05/2022

## 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: 6100011235




# 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: ePermit Rocket Accela (BuildSA) Digital Plan Room

\*Manufacturer: Permit Rocket LLC \*Model Number: NA

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

\*Name of Source: Permit Rocket LLC

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

This software is used by Development Services for electronic plan review. The PERMITROCKET SOFTWARE: ePermitHub Digital Plan Room is a plug-in for the Accela Civic Platform and is specifically designed work seamlessly operating within the permitting workflows already in place in the Accela Civic Platform.

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

The PERMITROCKET Digital Plan Room is a plug-in for the Accela Civic Platform and is specifically designed work seamlessly operating within the permitting workflows and functions already in place in the Accela Civic Platform.

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

\*Will it be used as a component to be interfaced with existing equipment?  Yes  No

\*What is the brand and model number of existing equipment?

Utilizing Accela BIZ Servers /No separate hardware was needed for this software.

\*Will this be used as an accessory or option?  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 PERMITROCKET SOFTWARE solution works as a PlugIn with existing Accela configuration. This configuration is also customized to work with DSD's swim lane process, which allows approval of plans after each trade review. This is a unique Plan Review process utilized here at the City of San Antonio. We've explored other vendors such as Avolve, Life Cycle, ePlanSoft, Versivo and they do not integrate with Accela nor do they offer a solution for our swim lane process.

**\*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;



# 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.

2. An exemption according to Section 252.022 of the Local Government Code exists.

More specifically, the following event has occurred:

A procurement of items available from only one source

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

**Permit Rocket LLC total cost is 3yrs, 2, 1yr options** which will cost approximately \$ **1,750,000**

| Approvals   |                           |
|---|---------------------------|
| <b>Patricia Cavazos (DSD)</b><br>Originator   | <u>07/08/2022</u><br>Date |
| <b>Michael Shannon (DSD)</b><br>Department Director Approval  | <u>07/08/2022</u><br>Date |
| <b>---Not in APPROVAL PATH Routing---</b><br>Executive Leadership Team Approval<br><i>(approval required only for ratification by City Council)</i> | _____<br>Date             |
| <b>Jennifer Johnson (Finance)</b><br>Procurement Administrator Approval   | <u>08/26/2022</u><br>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.