



DATE: 7/7/22

TO: Robert Gleason, Director of Purchasing

THRU: Thomas Kennedy, Director, Records, Taxes and Treasury Division

FROM: André Morrell, Manager, Records, Taxes and Treasury Division

PROJECT TITLE: AgendaQuick Software Maintenance

REQUISITION NO.: RTT0001634

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

The Records, Taxes and Treasury Division (RTT) is requesting approval to negotiate a First Amendment to the Agreement with Destiny Software, Inc., for continued software support and maintenance services of the AgendaQuick (AQ) Agenda Management software, as a Most Reasonable Source. The County has been utilizing software and managed services from Destiny Software since 2008 and discontinued it in 2019 when the County procured Granicus, Inc. Legislative Management solution (Legistar) to replace AQ. RTT desires to migrate the legacy data to the Granicus solution and extending the Agreement with Destiny Software will allow the necessary time and resources to complete this migration.

AQ is proprietary to and is available only directly from Destiny Software. There are no resellers or channel partners available in the marketplace. Given the history of County use of the software, this is the Most Reasonable Source from which to procure software support and maintenance services.

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/Uniqueness

- Proprietary Item - this vendor/ source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.

Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.

Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."

Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.

- Other – the County requires this sole source, sole brand purchase for the following reasons:

The AQ Agenda Management software and maintenance services are proprietary to and thus available only from Destiny Software. This procurement would serve to continue software support and maintenance of AQ until the existing data can be migrated successfully to the Legistar application.

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.

Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.

Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.

Complies with existing community and safety standards, and/or laws, rules, and regulations.

Exempted from the Procurement Code – per Section 21.5 of Broward County Administrative Code.

- Other/or additional information – using this sole source, sole brand purchase benefits the County for the following reasons:

The County has been utilizing software and managed services from Destiny Software since 2008 and is the only company that can provide the required software support and maintenance services required by Broward County.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$ 29,500.00 Contract length (if applicable): Up to five (5) years

Expenses to date: \$25,200.00 (FY 2018 to FY 2022)

Has this commodity been previously provided to the County? ☒ Yes ☐ No

If yes, when and by whom?

Destiny Software Inc. (2008 - 2019)

How was item/service procured? Reasonable Sole Source

What is the current contract (MA) or purchase order number? A2114497A1

If this is a sole brand, is there an “authorized” dealers list? ☐ Yes ☒ No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

The County has already invested in the Granicus Legislative Meeting and Agenda Management Suite of software applications, which includes web hosting, web streaming, web design, agenda workflow, meeting management, and boards and commissions services.

Once the migration of AQ legacy data to Legistar application is complete, the County will save approximately \$5,900 annually in software support and maintenance fees.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Andre Morrell

REQUESTOR/EVALUATOR
(PRINT)

 Digitally signed by Andre Morrell
Date: 2022.07.11 14:43:16 -04'00'

REQUESTOR/EVALUATOR (SIGN)

7/11/22

DATE

Thomas Kennedy

DEPT./DIV. DIRECTOR OR
DESIGNEE (PRINT)

 Digitally signed by Tom Kennedy
Date: 2022.07.13 14:51:09 -04'00'

DEPT./DIV. DIRECTOR OR
DESIGNEE (SIGN)

7/13/22

DATE

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.25 and 21.26. The Purchasing Agent recommends the following:

☐ Sole Source Sole Brand ☒ Reasonable Source ☒ RFI attached Rejected

☒ Request Authorization for RTT to Negotiate the first Amendment for extension of time/money for Board Approval.
Additional Information:

Purchasing Agent recommends approval of a Reasonable Source designation to Destiny Software, Inc. for support and maintenance services of the Agenda Quick Agenda Management Software for RTT as it would allow for the time and resources needed by RTT to migrate the legacy data from Agenda Quick to the County's current Granicus Inc. Legistar software solution. A Request for Information (RFI) No. TEC2125199F1 was issued on 8/16/22 to determine if there were other vendors who could perform the requested services. The RFI closed on 8/23/22 with no responses.

Purchasing Agent Signature:

MARYANN
BERCHIOLLI
 Digitally signed by MARYANN
BERCHIOLLI
Date: 2022.08.25 11:01:29
-04'00'

Date: 8/25/22

APPROVAL AUTHORITY

REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature:

LEAHANN
LICATA
 Digitally signed by LEAHANN
LICATA
Date: 2022.08.25 11:09:49 -04'00'

Date: 08/25/22

**Bid Tabulation Packet
for
Solicitation TEC2125199F1**

**Request for Information - AgendaQuick (AQ) Agenda
Management Software**

Bid Designation: Public



Broward County Board of County Commissioners

Bid #TEC2125199F1 - Request for Information - AgendaQuick (AQ) Agenda Management Software

Creation Date **Aug 15, 2022**

End Date **Aug 23, 2022 2:00:00 PM EDT**

Start Date **Aug 16, 2022 11:45:49 AM EDT**

Awarded Date **Not Yet Awarded**

TEC2125199F1-01-01 AgendaQuick (AQ) Agenda Management Software					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
			No Bids		
Agency Product Code: Agency Notes:		Supplier Notes: Confirm you are a trained and authorized Destiny Software Inc. provider. Yes/No?: Confirm items 1-2 above attachments included in response? Yes/No?:			

Solicitation TEC2125199F1

Request for Information - AgendaQuick (AQ) Agenda Management Software

Bid Designation: Public



Broward County Board of County Commissioners

Bid TEC2125199F1

Request for Information - AgendaQuick (AQ) Agenda Management Software

Bid Number **TEC2125199F1**
Bid Title **Request for Information - AgendaQuick (AQ) Agenda Management Software**

Bid Start Date **Aug 16, 2022 11:45:49 AM EDT**
Bid End Date **Aug 23, 2022 2:00:00 PM EDT**

Bid Contact **Maryann Berchiolli**
954-357-6284
mberchiolli@broward.org

Contract Duration **Not Applicable**
Contract Renewal **Not Applicable**
Prices Good for **Not Applicable**

Bid Comments **NOTICE OF INTENT TO DESIGNATE SOLE SOURCE/ONLY REASONABLE SOURCE**

The Division of Purchasing is publishing this notice pursuant to the Broward County Procurement Code section, 21.25, Sole Source/Only Reasonable Source and 21.26, Sole Brand. The Purchasing Division intends to award a contract without competition if it is determined to be in the best interest of the County.

DETERMINATION OF OTHER INTERESTED VENDORS

The intent of this notice is to determine if there are any other interested and qualified vendors that meet the specifications of this notice. Any such vendor must submit the following information:

- 1.The name of the interested party; and
- 2.A detailed explanation consisting of any or all documentation showing that there are other competing sources for the identified goods or services herein.

Regardless of any prior communications with the Division of Purchasing, all vendors interested in responding to this notice must submit a response to this posting containing complete responses to all of the information requested above.

Any questions regarding this notice may be obtained through the Division of Purchasing during this publication period. No action is required if you agree with this notice.

If after the public notice period, the Division of Purchasing determines that there are other interested and qualified vendors that meet the specifications of this notice, the Division of Purchasing will not award a contract pursuant to this notice.

If after the public notice no valid submission have been received, Broward County, or designee, may award a contract to the identified vendor without competition.

Please read the entire form very carefully before responding to this notice.

This Request for Information (RFI) is intended to ascertain whether the commodity or service specified below is currently only available from an only one source, only reasonable source or sole brand.

This is not a request for pricing or a commitment to purchase.

The Director of Purchasing shall consider such submittals and notify all submitting vendors of the decision whether to designate a Sole Source, Only Reasonable Source or Sole Brand, which decision shall not be subject to objection, protest or appeal under the Broward Count Procurement Code.

Prices are not requested for this item.

The following products are thought to be available from only a single source:

Required

Destiny Software, Inc. - AgendaQuick (AQ) Agenda Management Software - maintenance and support

Quantity or Term

Open-end Contract

Using Agency

Records, Taxes and Treasury Division

Intended Sole Source/Reasonable Source

Destiny Software, Inc.

Justification for Sole Source Acquisition

The Records, Taxes and Treasury Division (RTT) requires continued software support and maintenance services of the County's AgendaQuick Agenda Management software. It is believed that AQ is proprietary to and is available only directly from Destiny Software. This procurement would serve to continue software support and maintenance of AQ until the existing data can be migrated successfully to the County's Legistar application.

Item Response Form

Item **TEC2125199F1--01-01 - AgendaQuick (AQ) Agenda Management Software**

Quantity **1 each**

Prices are not requested for this item.

Confirm you are a

trained and

authorized Destiny

Software Inc.

provider. Yes/No?

Confirm items 1-2

above attachments

included in response?

Yes/No?

Delivery Location

**Broward County Board of County
Commissioners**

CR0015

RECORDS, TAXES & TREASURY DIVISION

DOCUMENT CONTROL/MINUTES SECTION

115 S ANDREWS AVENUE ROOM 336U

FORT LAUDERDALE FL 33301

Qty 1

Description

Prices are not requested for this item.

The Broward County Records, Taxes, and Treasury Division seeks to confirm Single Source market condition for vendor Destiny Software, Inc. as the single authorized source for continued software support and maintenance services of the AgendaQuick (AQ) Agenda Management Software.

Question and Answers for Bid #TEC2125199F1 - Request for Information - AgendaQuick (AQ) Agenda Management Software

Overall Bid Questions

There are no questions associated with this bid.

Supplier Notifications and Views

Vendors that have been notified for Bid TEC2125199F1 - Request for Information - AgendaQuick (AQ) Agenda Management Software

This report cached on Aug 24, 2022 10:04:14 AM EDT. Click [here](#) to refresh.

☐ Qualifications ☒ Contact Information ☐ Address ☒ Date

☐ Agency Invited, Support Interested List, and Submitted Offer only

☐ Failed Only Notifications

Bidder Info: Preferred Bidder [A] Agency Invited [I] Support Interested List [# of accepted/# of total] Doc Acceptance in Progress [D] Docs Accepted [# of accepted/# of total] Addendum Acceptance in Pro

Suppliers Viewed

Supplier Invitations

Suppliers Successfully Invited: 4362

Successful Invitation Qualification Totals: DBE(240) MBE(452) SB(744) WBE(292)

Successfully Responded Qualification Totals: DBE(1) MBE(2) SB(4) WBE(1)

This report cached on Aug 24, 2022 10:04:14 AM EDT. Click [here](#) to refresh.

☐ Qualifications ☒ Contact Information ☐ Address ☒ Date

☐ Agency Invited, Support Interested List, and Submitted Offer only

☐ Failed Only Notifications

Bidder Info: Preferred Bidder [A] Agency Invited [I] Support Interested List [# of accepted/# of total] Doc Acceptance in Progress [D] Docs Accepted [# of accepted/# of total] Addendum Acceptance in Progress [AA] Addendu

Suppliers Viewed

Suppliers Viewed: 18

Successful Viewed Qualification Totals: DBE(3) MBE(4) SB(5) WBE(2)

Vendors Viewed

ORG NAME	PHONE	ST	FIRST VIEWED	LAST VIEWED
CeraSoft Technology Corporation	7038718500	VA	Aug 16, 2022 2:30:47 PM EDT	Aug 23, 2022 2:30:17 AM EDT
PWPress		FL	Aug 16, 2022 3:17:17 PM EDT	Aug 16, 2022 3:17:17 PM EDT
GreMark Consultancy, Inc.	555-4418	CT	Aug 17, 2022 12:47:07 AM EDT	Aug 17, 2022 12:47:07 AM EDT
ConstructConnect	800-364-2059	OH	Aug 17, 2022 2:45:55 AM EDT	Aug 17, 2022 2:45:55 AM EDT
DH and Company	888-447-2348	NM	Aug 17, 2022 5:13:33 AM EDT	Aug 23, 2022 4:45:59 AM EDT
QIS Group		FL	Aug 17, 2022 7:22:40 AM EDT	Aug 17, 2022 7:22:40 AM EDT
Edcala Inc.		FL	Aug 17, 2022 7:52:45 AM EDT	Aug 19, 2022 2:07:19 AM EDT
Ardent Technologies Inc.	937-312-1345	OH	Aug 17, 2022 8:19:04 AM EDT	Aug 17, 2022 8:19:04 AM EDT
CustomerLink LLP		DE	Aug 17, 2022 9:28:35 AM EDT	Aug 17, 2022 9:28:35 AM EDT
North America Procurement Council, Inc. PBC		CO	Aug 17, 2022 9:31:21 AM EDT	Aug 22, 2022 5:28:24 AM EDT
Dodge Data & Analytics	877-903-1909	NY	Aug 17, 2022 9:57:19 AM EDT	Aug 23, 2022 9:21:37 AM EDT
Broward County	954-357-8588	FL	Aug 17, 2022 11:17:23 AM EDT	Aug 17, 2022 11:17:23 AM EDT
Geographic Technologies Group		NC	Aug 17, 2022 12:53:10 PM EDT	Aug 17, 2022 12:53:10 PM EDT
eRepublic	916-952-1300	CA	Aug 17, 2022 4:25:43 PM EDT	Aug 17, 2022 4:25:43 PM EDT
ITSol, LLC [D]	765-1224	FL	Aug 17, 2022 9:57:11 PM EDT	Aug 17, 2022 9:57:11 PM EDT
SGS Technologies LLC	904-352-4534	FL	Aug 18, 2022 12:25:31 AM EDT	Aug 18, 2022 1:39:00 AM EDT
Stokboy		FL	Aug 21, 2022 1:46:31 PM EDT	Aug 21, 2022 5:19:12 PM EDT
Kaseware		CO	Aug 22, 2022 8:48:20 AM EDT	Aug 22, 2022 8:48:20 AM EDT