



Finance and Administration Services Department

PURCHASING DIVISION

115 S. Andrews Avenue, Room 212, Fort Lauderdale, Florida 33301 | 954-357-6066 | FAX 954-357-8535 | broward.org/Purchasing
Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m.

PURCHASING AGENT'S REPORT

DATE: October 1, 2020

TO: David Clemente, Purchasing Division

FROM: Leahann Licata, Purchasing Division

SUBJECT: Emergency Memorandum dated September 21, 2020 for annual maintenance and support services for the County's Comprehensive Annual Financial Reporting software, CAFROnline from Thales Consulting, Inc.

REFERENCE: ACC0000120 ESTIMATED VALUE: \$8,850

Using Division[s]: Finance and Administrative Services Department for Accounting Division

LEAHANN LICATA
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Date: 2020.10.02 10:50:04 -04'00'

AGENT ANALYSIS:

This Purchasing Agent Report (PAR) is to request approval to proceed with the issuance of a Purchase Order in the amount of \$8,850 to Thales Consulting, Inc. (Thales) CAFROnline software annual updates and support and maintenance for Comprehensive Annual Financial Report (CAFR) software. The County utilizes this software to prepare its CAFR from files and reports exported from the County's Enterprise Resource Planning (ERP) system. Accounting entered requisition no. ACC0000120 (Requisition) without preparing all the required documents necessary to initiate a procurement. As per Purchasing Requisition Requirements Memorandum to all Department/Division/Office Directors dated, March 30, 2016, The Purchasing Division will only process requisitions once all required documentation has been received and is complete and accurate. Additionally, the previous contract could not be amended to add a term past five years without approval by the Board.

- In accordance with the Broward County Procurement Code, Section 21.43, the Board is required to approve all contracts for supplies or services of more than five years.

Accounting was notified by Purchasing that not enough time had been allotted to negotiate, prepare a two-party agreement and take the item to the Board on or before September 30, 2020. Accounting submitted the Emergency Memorandum on September 21, 2020.

RECOMMENDATION AND REASONS:

This PAR recommends proceeding with an issuance of a Purchase Order to Thales in the amount of \$8,850 to allow Accounting the ability to prepare the County's CAFR on an emergency basis. This action will require a Note for the Record agenda item identifying Purchase Order No. ACC2000029 in accordance with the terms and conditions of contract no. A1236505Q1 and First Amendment to Agreement between Broward County and Thales in the not-to-exceed amount of \$8,850 and request approval from the Board to authorize the Director of Purchasing to negotiate and execute a new agreement for five years, for CAFR for fiscal year ended September 30, 2021.

Per Purchasing Division's Numbered Memorandum Sequence No. 19-01 dated March 6, 2019, Delegation of Approval and Award Authority for Emergency Purchases is delegated to Purchasing Manager's up to \$200,000.

Exhibit 1 – Emergency Memorandum

APPROVAL AUTHORITY

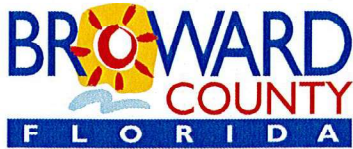
APPROVE DISAPPROVE

DAVID
CLEMENTE

Digitally signed by DAVID
CLEMENTE
Date: 2020.10.06
17:44:01 -04'00'

Purchasing Manager

Signature/Title



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

115 S. Andrews Avenue, Room 513 • Fort Lauderdale, Florida 33301 • 954-357-7130 • FAX 954-357-7134 • Email: finance@broward.org

MEMORANDUM

Date: September 21, 2020

To: Brenda J. Billingsley, Director
Purchasing Division

From: George Tablack, Chief Financial Officer 

Re: Emergency Purchase CAFROnline Requisition ACC0000120

The Accounting Division is requesting approval to make an emergency purchase for a five-year Annual Maintenance Agreement for CAFROnline software, which has been used to prepare the County's Comprehensive Annual Financial Report (CAFR) since 2008. The program requires annual updates and support for each year to remain functional for its then current year. The County uses this software to prepare its CAFR from files and reports exported from its PeopleSoft ERP system. The County paid for implementation costs in prior years. Currently, we are seeking approval to pay standard annual maintain fees to retain software functionality.

The County must file the CAFR for fiscal year ended September 30, 2020 within 180 days after year end. The total cost of a new report preparation solution provided by a different vendor resulting from a new procurement would require implementation cost and effort exceeding the cost of Annual Maintenance of the existing solution which meets the County's needs. There is insufficient time and staff resources to procure, implement, and test another solution for the preparation of the County's Fiscal Year 2020 CAFR and meeting the filing requirement.

Failure to prepare and file the Fiscal Year 2020 CAFR will cause the County to default on its continuing disclosure agreements for existing debt, which would severely impair the County's access to the Municipal Debt Market.

The Broward County Accounting Division is requesting approval of a Sole Source/Sole Brand procurement. The purpose of the procurement is to maintain our existing CAFROnline software, receive interim and annual uploads and annual maintenance from the current vendor, Thales Consulting, Inc., for a five-year period covering the preparation of the Fiscal Year 2020-2024 Comprehensive Annual Financial Reports. Additionally, Water and Wastewater Enterprise Fund has opted to utilize this software since 2014 for its separate reports. Justification for this procurement is as follows:

1. During August 2008, we initiated a procurement to locate a vendor that had a software application suitable to produce the Broward County CAFR. Thales Consulting, Inc. (Thales) was one of six vendors that responded to the Request for Quotation and, of those six, only Thales had a product that completely fulfilled our reporting,

formatting, and maintenance support requirements. The CAFROnline product was developed, and continues to be marketed by Thales Consulting, Inc.

2. The Accounting Division has used the CAFROnline software for the past twelve years, and during that time has successfully produced a CAFR that was on time and met all Governmental Accounting Standards Board (GASB) and statutory reporting requirements. The program was implemented at significantly greater external and internal cost than the annual maintenance costs. It is not feasible for the Accounting Division at this date to change software when the Thales product has proven to meet our requirements and produces a ready to publish document. Additionally, Thales provides an extremely high level of customer service.
3. CAFROnline is fully compatible with existing equipment and interfaces with PeopleSoft ERP Accounting software. If the Accounting Division was to seek new proposals resulting in a contract with a new vendor, increased costs will be incurred for software implementation, testing and training of staff. Additionally, the financial data of the existing system would have to be reconfigured to interface with the new product.
4. The annual maintenance cost is \$7,000 for the County and \$1,850 for Water and Wastewater Enterprise Fund for report years 2020, 2021 and 2022. Report years 2023 and 2024 are optionally available at \$7,350 and \$2,000 for the County and the Water and Wastewater Enterprise fund, respectively. The total five-year cost, including option years, is \$45,250. This cost includes annual and interim uploads and annual maintenance for the Water and Wastewater Enterprise fund.
5. It is important that continuity is maintained with the current vendor and product to ensure statutory financial reporting requirements are met.