



# City of Santa Fe, New Mexico



V2 2023

## SOLE SOURCE REQUEST AND DETERMINATION FORM

This form **must** be submitted to the City of Santa Fe, Purchasing Division for authorization, determination, and processing by the Chief Procurement Officer (CPO).

*Please ensure to complete this form in its entirety.*

Date:

Prepared By:  Title:

Vendor Name:

Address:

City:  State:  Zip Code:

### Short Description of Goods/Services to be procured:

Estimated Extended Cost:  Term of Contract:

Tax is subject to change.

One (1) to Four (4) years from date of award

### Sole Source Request Justification Questions 1-3:

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services (the SOW cannot differ on the resultant contract/purchase documents), construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

**2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.**

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

**Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.***

Active Network has provided Credit Card services for multiple locations throughout the city for divisions that require the ability to accept credit cards for payments. Active Network is the sole source to provide these services, as they own the current proprietary system/process to manage the AS400 system. ITT is planning to move the divisions utilizing the AS400 off the device within the next 2 years (24 Months) and will be transitioning the divisions that utilize the payment management system to the Tyler Cash Module that should meet the credit card needs with the upgraded Tyler version in Munis. Procuring Active Network will allow daily operation to continue without interruption during this time while ITT continues to transition the services and we can utilize Active Networks knowledge and support for assistance.

**3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.**

While ITT transitions Parking, Public Utilities and Police Records off the AS400, Active Networks understanding of the city procedures will continue to provide service for daily operations and will be vital in creating a smooth transition off the AS400. Due to the age of the AS400 system, onboarding a new vendor will be time consuming and could create disruption in daily services during the process. The onboarding process can take time to establish with a new partnership with install of new software, and establishing new licensing. This would create a position where ITT would be onboarding a new vendor at the same time the city is moving off the AS400. Therefore, to ensure that daily operations will not be interrupted and to assist the city in the transition to Tyler cashing ITT is requesting the approval of a two-year sole source procurement.

**Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with NMSA 1978, § 13-1-126 and shall be posted for a 30-day period prior to award.



\_\_\_\_\_  
Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: Dec 18, 2023

Department Approval by:



[Eric Candelaria \(Dec 18, 2023 10:06 MST\)](#)  
\_\_\_\_\_  
Eric Candelaria; ITT Department Director

Date: Dec 18, 2023

**Pursuant to NMSA 1978, § 13-1-126 Sole Source Procurement, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for the term stated on the first page of this document.***

\_\_\_\_\_  
Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: \_\_\_\_\_

***Required Attachments:***

***\*Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),***

***\*Quote from sole source Contractor***

***\*Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services***



5850 Granite Parkway, Suite 1200  
Plano, TX 75024  
T. 469.291.0300  
www.ACTIVEnetwork.com

December 19, 2023

City of Santa Fe  
Purchasing Office  
Attn: Travis Dutton-Leyda  
Chief Procurement Officer  
200 Lincoln Ave  
Santa Fe, NM 87501

Dear Travis,

This letter confirms that Active Network, LLC ("Active") is the sole source vendor for Active's software product, Payment Manager (Class). The Payment Manager (Class) product is only available through Active, and Active is the owner or authorized licensor of all of the proprietary rights contained in the Payment Manager (Class) product. Active does not market Payment Manager (Class) through any other companies, distribution channels, or consultants.

If you have any questions or require additional information, please feel free to contact me at any time at (704) 615-8781.

Best regards,

DocuSigned by:

Kevin Farmer

12719EB5A10E45D...

Kevin Farmer  
Vice President, Sales



# Schedule

This is a Schedule pursuant to that certain (Agreement) entered into between (Active) and City of Santa Fe (Client) with an effective date as of 03/16/2015.

Company Address 5850 Granite Parkway, Suite 1200  
Plano, TX 75024  
US

Created Date 12/4/2023  
Quote Number 00130925  
Currency USD

Prepared By Sharon Kramer  
Opportunity Owner Chrissie Campana  
Owner Email [chrissie.campana@activenetwork.com](mailto:chrissie.campana@activenetwork.com)

Contact Name David Tapia  
Phone 505-955-5523  
Email dctapia@santafenm.gov

Bill To Name City of Santa Fe  
Bill To Contact David Tapia  
Bill To Address 2651 Siringo Road Building F  
Santa Fe, NM 87504 United States

Ship To Contact David Tapia  
Ship To Address 2651 Siringo Road  
Santa Fe, NM 87504 United States

Product	Product Type	Description	Quantity	Total Price*	Sales Price	Total Price
Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	1	USD 6,250.00	USD 6,250.00	6,250.00
Payment Manager (Class) - Maintenance & Support Renewal - Batch Processing	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Batch Processing	1	USD 1,500.00	USD 1,500.00	1,500.00
Payment Manager (Class) - Maintenance & Support Renewal - Department Connector	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Department Connector	1	USD 7,500.00	USD 7,500.00	7,500.00
Payment Manager (Class) - Maintenance & Support Renewal - General Ledger Link	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - General Ledger Link	1	USD 750.00	USD 750.00	750.00
Payment Manager (Class) - Maintenance & Support Renewal - Reports Inquiry (5 pack)	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Reports Inquiry (5 pack)	1	USD 1,250.00	USD 1,250.00	1,250.00
Payment Manager (Class) - Maintenance & Support Renewal - Report Customization (Crystal Reports and Xcelcius)	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Report Customization (Crystal Reports and Xcelcius)	1	USD 500.00	USD 500.00	500.00
Payment Manager (Class) - Maintenance & Support Renewal - Payment Processing Engine - Enterprise	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Payment Processing Engine - Enterprise	1	USD 2,500.00	USD 2,500.00	2,500.00
Payment Manager (Class) - Maintenance & Support Renewal - Online Payments (per 10,000 population) - cities	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Online Payments (per 10,000 population) -	1	USD 2,000.00	USD 2,000.00	2,000.00
Payment Manager (Class) - Maintenance & Support Renewal - Offline POS (per workstation)	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Offline POS (per workstation)	1	USD 1,250.00	USD 1,250.00	1,250.00
Payment Manager (Class) - Maintenance &		Payment Manager (Class) -		USD	USD	



# Schedule

Support Renewal - POS Plus	Maintenance	Maintenance & Support Renewal - POS Plus	1	750.00	750.00	750.00
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Total Price

USD 24,250.00

Active reserves the right and may take additional measures to verify Client's account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Products that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

\*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

**Capitalized terms used in this Schedule and not defined have the meaning set forth in the General Terms or Product Terms, as applicable.**

### Quote Acceptance Information

**Client**

**Active Network, LLC**

Signature:

Signature:

Printed Name:

Name:

Title:

Title:

Date:

Date:

PO# (if applicable):



# Schedule

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This is a Schedule pursuant to that certain (Agreement) entered into between (Active) and City of Santa Fe (Client) with an effective date as of 03/16/2015.

Company Address	5850 Granite Parkway, Suite 1200 Plano, TX 75024 US	Created Date	12/8/2023
		Quote Number	00131641
		Currency	USD
Prepared By	Sharon Kramer	Contact Name	David Tapia
Opportunity Owner	Chrissie Campana	Phone	505-955-5523
Owner Email	<a href="mailto:chrissie.campana@activenetwork.com">chrissie.campana@activenetwork.com</a>	Email	dctapia@santafenm.gov
Bill To Name	City of Santa Fe	Ship To Contact	David Tapia
Bill To Contact	David Tapia	Ship To Address	2651 Siringo Road Santa Fe, NM 87505 United States
Bill To Address	2651 Siringo Road Building F Santa Fe, NM 87505 United States		

Product	Product Type	Description	Quantity	Total Price*	Sales Price	Total Price
Payment Manager (Class) - Maintenance & Support Renewal - Batch Processing	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Batch Processing	1	USD 1,500.00	USD 1,500.00	1,500.00
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Payment Manager (Class) - Maintenance & Support Renewal - Offline POS (per workstation)	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Offline POS (per workstation)	1	USD 1,250.00	USD 1,250.00	1,250.00
Payment Manager (Class) - Maintenance & Support Renewal - Online Payments (per 10,000 population) - cities	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Online Payments (per 10,000 population) -	1	USD 2,000.00	USD 2,000.00	2,000.00
Payment Manager (Class) - Maintenance & Support Renewal - Payment Processing Engine - Enterprise	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Payment Processing Engine - Enterprise	1	USD 2,500.00	USD 2,500.00	2,500.00
Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	1	USD 6,250.00	USD 6,250.00	6,250.00
Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - POS Plus	1	USD 750.00	USD 750.00	750.00
Payment Manager (Class) - Maintenance & Support Renewal - Report Customization	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Report Customization (Crystal Reports	1	USD 500.00	USD 500.00	500.00



# Schedule

(Crystal Reports and Xcelcius)		and				
Payment Manager (Class) - Maintenance & Support Renewal - Reports Inquiry (5 pack)	Maintenance	Payment Manager (Class) - Maintenance & Support Renewal - Reports Inquiry (5 pack)	1	USD 1,250.00	USD 1,250.00	1,250.00

Total Price

USD 24,250.00

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## Quote Acceptance Information

**Client**

**Active Network, LLC**

Signature:

Signature:

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Printed Name:

Name:

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Title:

Title:

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\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

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PO# (if applicable):

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