



# City of Santa Fe, New Mexico



## SOLE SOURCE REQUEST AND DETERMINATION FORM

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

Please ensure to complete this form in its entirety - (\*) must be completed.

\*Date: 2/3/2022

\*Prepared By: Rick Bejarano *[Signature]*

\*Title: Chief Accounting Officer

\*Vendor Name: Ciber Pathway Inc.

\*Address: 5601 NW 72<sup>nd</sup> Street STE 178G

\*City: Warr Acres

\*State: OK

\*Zip Code: 73132

\*Description of Goods/Service to be procured: Consultation Services to assist the Finance Departments external auditors to create and generate financial reports from the new Tyler Munis Financial Database.

\*Estimated Cost: \$200,000 exc. GRT

Term of Contract: One (1) to Four (4) year from award 2 yrs.

### \*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, construction or items of tangible personal property (if this is an

- Phase-I.**
- Assist City of Santa Fe (COSF) Finance Department, Accounting Division external auditors with creating and generating custom reports, train users and establish operating procedures from Tyler Munis system.
  - Data Extraction from 3<sup>rd</sup>. party systems to reconcile data with Munis GL module.
  - Assist COSF auditors in creating custom build reports from E1 legacy system.
  - Provide technical and operational support for the Finance Department with Munis through financial fiscal year end close processing.
  - Goal of this task will be to perform analysis of Tyler Munis Accounts Payable & General Ledger module COS configuration to identify pooled cash to AP cash clearing issues. Document issue(s) identified and propose appropriate solution(s) to fix the issue for FY23 (Implement as of 07/01/2022).
  - Perform various analysis for a better understanding business process and data flow between AP, GL and cash disbursement modules for audit reporting.
  - Goal of this task will be to implement configuration changes for the issues identified in Phase-I. Implement configuration changes and perform unit and system testing. Document configuration changes and testing performed. Work with module leads to ensure configuration changes performed or not negatively impacting other modules or successfully remedied the issues identified in Phase-I. Changes will be implemented in LIVE after UAT sign off and provide post go-live. Assist Finance Department with technical & functional support of asset management module implementation (E1 & Tyler Munis Finance Applications) Data extraction, validate data conversion of assets from E1 Legacy to Tyler Minis, reporting, bug fixing, work with Tyler support and configuration.



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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.*

The City of Santa Fe Finance Department, Accounting Division requires services and expertise of Cyber Pathway Inc. (CPI) to perform analysis within the Tyler Munis Financials Accounts Payable and General Ledger modules. The City currently utilizes the Tyler Munis Financial system on a day-to-day basis for its financial management operations. CPI began contracting as an ERP service consultant in 2019 to assist with the City’s transition from their prior financial management system to the Tyler Munis Financial /HCM system. Having continued to provide the unique services has positioned CPI to understand multiple modules that have been developed to date, and therefore perform additional analysis, test, and configuration changes with module leads to ensure that configuration changes are not negatively impacting other modules. CPI’s uniqueness, overall familiarity and success with the transition, implementation and configuration of this new system has proven to be substantial for the intended sole source contract. Only CPI possesses the current knowledge of the City’s Tyler Munis Financial/HCM system and its development of multiple reporting tools (modules) that will provide essential financial reports for operations.

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

1. CPI provided assistance with the migration of the prior financial management system into the new Tyler Munis Financial database.
2. CPI’s understanding of current essential financial functions and the Tyler Munis Financial database.
3. CPI is familiar with the Tyler Munis technical support and Finance Departments processes and procedures.
4. CPI assisted with the analysis and development of multiple financial module configurations, data validation and verification in the new financial database.


Having CPI assist with the transition and implementation to the Tyler Munis Financial software system in 2019, they have the unique expertise and knowledge of the City’s need to implement the complex configuration changes to modules within the Munis Tyler Financial/HCM database to assist internal and external auditors in creating and generating the financial reports requested for day to day financial operations.



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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 the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

	2/15/2022
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Fran Dunaway, CPO	Date
Purchasing Officer for the	
City of Santa Fe	

**Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, 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 a period of one (1) year from the date of the award.***

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Fran Dunaway, CPO	Date
Purchasing Officer for the	
City of Santa Fe	

***\*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***



# QUOTE

5601 NW 72nd Street STE 178G  
 Warr Acres, OK 73132  
[www.ciberpathway.com](http://www.ciberpathway.com)  
 Ph: 405.938.5676  
 Fax: 405.938.3145  
 Prepared by: Krishna Gajavelli

DATE	2/11/2022
QUOTE #	CPI0022
CUSTOMER ID	CPI238
VALID UNTIL	2/28/2022

## CUSTOMER

City of Santa Fe  
 200 Lincoln Ave

Santa Fe, NM 87504

DESCRIPTION	AMOUNT
<b>Phase - I</b>	
Assist City of Santa Fe Finance department external auditors with creating custom reports, train end users on generating reports, and establish standard operating procedures from Tyler Munis system - 300 Hours @\$105 Hour	\$ 31,500.00
Assist City of Santa Fe Finance department with data extraction from third party systems to reconcile data with Tyler Munis GL module. 100 Hours @105Hour	\$ 10,500.00
Assist City of Santa Fe auditors in creating custom build reports from E1 legacy system. 150 Hours/\$105 Hour	\$ 15,750.00
Provide technical and operational support for Finance department with Tyler Munis Financial Fiscal Year End close processing. 200 Hours/\$105 Hour	\$ 21,000.00
Goal of this task will be to perform analysis of Tyler Munis Accounts Payable & General Ledger module COS configuration to identify pooled cash to AP cash clearing issues. Document issue(s) identified and propose appropriate solution(s) to fix the issue for FY23 (Implement as of 07/01/2022). 300 hours @\$105/Hour	\$ 31,500.00
Perform various analysis for better understanding business process and data flow between AP, GL and cash disbursement modules for audit reporting. 200 Hours @105/Hour	\$ 21,000.00
Goal of this task will be to implement configuration changes for the issues identified in Phase-I. Implement configuration changes, and perform unit and system testing. Document configuration changes and testing performed. Work with module leads to ensure configuration changes performed or not negatively impacting other modules or successfully remedied the issues identified in Phase-I. Changes will be implemented in LIVE after UAT sign off and provide post go-live. 500 Hours @105/Hour	\$ 52,500.00

Assist Finance department with technical and functional support of asset management module implementation (E1 and Tyler Munis Finance Applications). Data extraction, validate data conversion of assets from legacy to Tyler Munis sytem, reporting, bug fixing, work with Tyler support and configuration 150 Hours@\$105 Hour

\$ 15,750.00

Resources:

Krishna Gajavelli - Reports, Technical and Functional Consultant


Deepak Potdar - Financial Functional Consultant

Subtotal 199,500.00

**TERMS AND CONDITIONS**

1. Customer will be billed after indicating acceptance of this quote
2. Payment will be due prior to delivery of service and goods
3. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):

x  \_\_\_\_\_

Print Name:

GRT Tax	8.530%
Tax due	17,017.35
Other	-
<b>TOTAL</b>	<b>\$ 216,517.35</b>

If you have any questions about this price quote, please contact  
Krishna Gajavelli, 405.938.5676, accounts@ciberpathway.com

**Thank You For Your Business!**



# City of Santa Fe New Mexico

## Finance Department

### Memorandum



**DATE:** February 15, 2022

**TO:** Fran Dunaway, Chief Procurement Officer

**FROM:** Ricky Benaranjo, Chief Accounting Officer

**VIA:** Mary McCoy, Finance Director

**RE:** Sole Source Request for Ciber Pathways Inc.

A handwritten signature in blue ink, appearing to read "Ricky Benaranjo", written over the "FROM:" line of the memorandum.

The City of Santa Fe Finance Department and the Information Technology Department currently utilizes Ciber Pathway Inc (CPI) for consultation services and expertise with the Tyler Munis system in both the Financials and HCM Payroll modules that is a unique skill set. CPI began contracting with the City's ERP team as a service consultant in 2019 to assist with the City's transition from their prior financial management database system to the Tyler Munis system. CPI has continued to provide the unique consultation services for Tyler Munis, which has positioned CPI to understand the multiple modules that have been developed to date, and therefore perform additional analysis, test, and configuration changes with module leads to ensure that configuration changes are not negatively impacting other modules. CPI's uniqueness, overall unique familiarity and success with the transition, implementation and configuration of the new Tyler Munis system has proven to be substantial for the intended sole source contract requested.

Therefore, only CPI possesses the unique skill set of the City's Tyler Munis system and its development of multiple reporting tools (modules) that will provide essential financial reports, configuration, data extraction conversion, bug fixing and work with the Tyler Munis Support essential to the Finance Department operations. CPI's qualifications and unique capabilities with the transition in 2019 ensures the one source capable of providing the required professional services needed.

Approved:   
Chief Procurement Officer, Fran Dunaway