



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: 04/29/2022

*Prepared By Jackie Henley

*Title Business Analyst

*Vendor Name: Ciber Pathway

*Address: 5601 NW 72nd Street 178G

*City: Warr Acres

*State: OK

*Zip Code: 73132

*Description of Goods/Service to be procured:

*Estimated Cost: \$1,517,257.50

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

*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 amendment request to an existing contract, attach current contract).



City of Santa Fe, New Mexico



The City of Santa Fe's current platform is Tyler Technologies MUNIS version 11.3 and data are Cloud Based and hosted on Tyler Technologies. The platform is over two (2) years in existence with the City of Santa Fe and consists of MUNIS Financial and MUNIS Human Capital Management (HCM). MUNIS has over 1,100 City staff end users, 7,000 registered City vendors, and has processed over 10 million transactions. The upgrade will allow the MUNIS version to upgrade from 11.3 to 19.3.

A prerequisite for a successful MUNIS upgrade implementation is to bring on board a dedicated Contractor who will be involved in both planning the MUNIS upgrade and providing necessary training. Best Practices dictate hiring external resources who are experts in local government management, technology systems, organizational management, guidelines, requirements, business processes, user roles, workflows, training, policies, and procedures.

It is a requirement of our host, Tyler Technologies, to complete this upgrade no later than the Fall of 2022 as the Version 11.3 will be sunseting and no longer available for use or support after the Fall of 2022.

Please see Exhibit A for the Scope of Work.



City of Santa Fe, New Mexico



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.*

Please see Exhibit B for a detailed list of Ciber Pathway’s experience, qualifications, and capabilities which demonstrates their unique ability to assist the City of Santa Fe in this upgrade.

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

- Contractor provided assistants with migration of the old payroll system into current Tyler Munis database
- Understanding of current essential Munis functions
- Understanding of the current Tyler Munis database
- Familiarity with Tyler Munis Technical Support
- Familiarity with Division’s processes and procedures
- Contractor assisted with development of the current Tyler Munis database
- Contractor assisted with data validation and verification in the current database

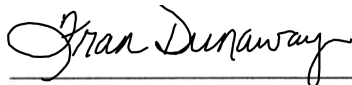


City of Santa Fe, New Mexico



***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 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.

	4/29/2022
_____ Fran Dunaway, CPO Purchasing Officer for the City of Santa Fe	_____ Date

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.*

_____ Fran Dunaway, CPO Purchasing Officer 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*

Exhibit A: Scope of Work

Below is a Scope of Work for this contract.

- The Contractor will conduct interviews with stakeholders, upper management, end-users, consultant project management team, and business partners
- Provide a business and information technology analysis report on the current and upgrade versions of the MUNIS platform and its modules/programs.
- Provide a business and information technology analysis report on other City of Santa Fe's software and applications that have a business relationship with the MUNIS platform.
- Review and analyze all MUNIS user roles, workflows, business processes, and system administration and all other artifacts pertaining to this procurement.
- Gather business requirements from departments, configure and test daily operations in the new version 19.3.
- Identify, troubleshoot, and work with the City's ITT Department and Tyler Technologies to resolve any issues.
- Review and analyze the current structure of data and its mapping format.
- Develop a list of objectives for the upgrade implementation, project milestones, task assignments, and a performance matrix on outcomes.
- Work with the ITT Project Management Team on the project management schedule and task deadline dates
- Provide a monthly risk assessment report on criteria that address a successful project on the upgrade implementation of the MUNIS
- The Contractor will facilitate the data conversion from version 11.3 to 19.3 with Subject Matter Experts for each respective module.
- Provide guidance with the new design and transformation of the Chart of Accounts to optimize its full value to the City's governing body, upper management, end-users, and business partners.
- Provide training with General Ledger and its account mapping. The CAFR module will support to accumulation of data in a way that supports reporting and statutory requirements.
- Assist with the City's training all departments on the upgraded MUNIS version 19.3 and all-new features.
- Testing for each process and role before go-live with Subject Matter Experts (SME's)
- Enhance the General Ledger segments through streamlining and standardization to reduce the duplication efforts.
- Develop common language for enterprise data to be used across the City and drive the enterprise towards a consistent level of consistency, granularity, and integration across the system landscape.
- Enable more effective consolidations and create confidence in the uniformity and visibility of financial operations and data.

- Analyze the organizational structure and its staffing of operations to address flexibility and efficiencies.
- Increase decision-making capabilities through single sources of data for financial, budget, operational, and management reporting.
- Enable increased automation of manual processes and cumbersome business practices.
- Provide Go Live Support which will include:
 - Issue management,
 - Troubleshooting,
 - Training,
 - Customer support,
 - Consultant support
- Provide support for the project team SME's to document processes, test new systems, identify and document issues
- Identify a Project Team for each work stream that are responsible for each module within the MUNIS application
- Create Kick-off meetings with Contractors and Stakeholders in conjunction with the ITT Project Management Team.



April 25th, 2022

Ciber Pathway Inc., Experience and Qualifications:

- As the current professional service provider for City of Santa Fe, Ciber Pathway Inc is positioned to understand what has been configured, developed to date as part of Tyler Munis Implementation.
- Ciber Pathway Inc thoroughly understands what is needed to advance project to support HCM and Finance with Upgrade, and product enhancements and post-production support.
- Ciber Pathway Inc possesses the knowledge of the City's Tyler Munis HCM/Payroll and FIN implementation, Software Package, Configuration.
- Ciber Pathway Inc has extensively helped City of Santa Fe with various projects so far (Payroll implementation, Payroll day-to-day support, Payroll Year end forms, Leave Accruals, HCM Year End forms, Finance Audit reports, Support for Auditors and Year end close process).
- Ciber Pathway Inc has wide range expertise in implementing, supporting and upgrading ERP products (PeopleSoft, JDEdwards, Tyler Munis), Time Tracking systems like Kronos and other reporting tool that are added benefits to City of Santa Fe.
- Ciber Pathway Inc was able to create, generate and produce many different reports for Finance, HR, Payroll as needed.
- Ciber Pathway Inc helped Auditors hired by CoSF in generating reports out of Tyler Munis and JD Edwards system for reimbursement of CARES Act funds.
- As the current service provider Ciber Pathway Inc supported in supporting payroll processing on bi-weekly basis, was able to successfully assist in establishing PERA processing in Tyler Munis and reporting, integrate Payroll processing with Finance (GL and AP) modules.
- Ciber Pathway Inc helped with data conversion of Payroll data from JDEdwards to Tyler Munis.
- Ciber Pathway Inc was successfully able to help CoSF HR department create, upload and print 1095C forms to adhere with ACA requirements for calendar year 2019, 2020 and 2021 as required by IRS.
- Ciber Pathway Inc has previously sourced functional and technical resources to City of Santa Fe to support implementation, production and development of reports in Tyler Munis HCM and Finance modules.
- Ciber Pathway Inc consultants has over 22 years of combined experience in implementing, upgrading and support other ERP products including (Oracle ERP, PeopleSoft, SAP, Tyler Munis and Workday) with different industries including local government, state governments and private sectors.



5601 NW 72nd Street
Suite # 178G
Warr Acres, OK 73132
Ph: 405-938-5676
FAX: 405.938.3145
HR@CIBERPATHWAY.COM
www.ciberpathway.com

Please feel free to give me a call if you have any questions. We look forward for your continued business.

CIBER PATHWAY INC.,

Name: Krishna Gajavelli

Title: President

Date: 04/25/2022

Exhibit C: Quote



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

QUOTE

DATE	4/25/2022
QUOTE #	CPI0024
CUSTOMER ID	CPI238
VALID UNTIL	5/30/2022

CUSTOMER

City of Santa Fe
200 Lincoln Ave

Santa Fe, NM 87504

DESCRIPTION	AMOUNT
Tyler Munis Upgrade Support	
Program/Sr.Project Manager for 1500 hours at \$175/hour (May 2022 - December 2022)	\$ 262,500.00
Payroll SME for 1500 hours at \$145/hour (May 2022 - December 2022)	\$ 217,500.00
HR SME for 1500 hours at \$135/hour (May 2022 - December 2022)	\$ 202,500.00
Finance SME for 1500 hours at \$145/hour (May 2022 - December 2022)	\$ 217,500.00
Finance Business Analyst for 1500 hours at \$125/hour (May 2022 - December 2022)	\$ 187,500.00
SQL Server Reporting Analyst (Development of Reports,Train staff on report development) 1080 hours at \$115/hour (May 2022 - December 2022)	\$ 124,200.00
Notes: Upgrade project estimation from May 2022 - October 2022 - 6 Months and 3 months of post production support.	

	Subtotal	1,211,700.00

TERMS AND CONDITIONS

	Subtotal	1,211,700.00

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	8.438%
Tax due	102,237.19
Other	-
TOTAL	\$ 1,313,937.19

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

Thank You For Your Business!



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

QUOTE

DATE	3/28/2022
QUOTE #	CPI0025
CUSTOMER ID	CPI238
VALID UNTIL	4/28/2022

CUSTOMER

City of Santa Fe
 200 Lincoln Ave


Santa Fe, NM 87504

DESCRIPTION	TAXED	AMOUNT
Tyler Munis Payroll Support - 125/Hrs per month for 12 Months at \$125/HR	X	\$ 187,500.00

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:

Subtotal	\$ 187,500.00
Taxable	187,500.00
GRT rate	8.438%
Tax due	15,820.31
Other	-
TOTAL	\$ 203,320.31

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

Thank You For Your Business!