

CONSENT AGENDA

**INDIAN RIVER COUNTY
INTER-OFFICE MEMORANDUM**

OFFICE OF MANAGEMENT & BUDGET

TO: Members of the Board of County Commissioners

DATE: August 14, 2020

THROUGH: Jason E. Brown, County Administrator

FROM: Kristin Daniels, Director, Management & Budget

SUBJECT: Single Source Purchase of Tyler Technologies E-Procurement, Bid Management, and Accounts Payable Workflow modules

DESCRIPTION AND CONDITIONS

Indian River County currently utilizes the Tyler Technologies financial software package known as MUNIS which includes general ledger, budget, accounts payable, accounts receivable, purchasing, capital assets, human resources and payroll modules. Staff is now seeking the single source purchase and implementation of the E-Procurement (including Vendor Self Service), Bid Management and Accounts Payable Workflow modules of MUNIS. These modules will facilitate the following processes to be conducted electronically and promote teleworking: invoice submission from vendors, invoice processing and approval by departments, vendor communication and updates, invoice payment status verifications, online department purchasing through vendor websites, bid management and streamlined quote requests. In addition, the Vendor Self Service program will promote electronic access for outside vendors by allowing them to electronically submit invoices, transmit updated documentation, and allow for mass email communication. Adding these modules to our existing Munis software provides for a seamless integration with our current modules.

Under the Federal guidelines, this non-competitive procurement is authorized, due to the proprietary nature of the Tyler Technologies financial software package, and is considered a single source purchase (referred to as sole source in the Purchasing Manual).

FUNDING

Funding for the additional modules in the amount of \$85,250 will be provided by the CARES Act funding appropriated for Board of County Commissioner expenses.

| Account Description | Account Number | Amount |
|------------------------------------|-----------------|----------|
| CARES Act Fund/Information Systems | 13924113-066490 | \$76,710 |
| CARES Act Fund/Information Systems | 13924113-035290 | \$8,540 |

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RECOMMENDATION

Staff recommends the Board waive the requirement for bids and authorize the Purchasing Division to issue a Purchase Order for the E-Procurement, Bid Management, and Accounts Payable Workflow modules.

ATTACHMENT

Tyler Technologies Quote