

# SINGLE/SOLE SOURCE JUSTIFICATION FORM

Complete this form when requesting an exception to the county's competitive procurement policy where only one firm has a product that will meet the project's needs or product specifications, or only one firm can do the work requested. Completing this form does not guarantee that the proposed vendor will be selected. It is the requester's responsibility to provide all required information and documentation as indicated in this form.

Procurement Manager reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement issues.

<b>Type of Source</b>
<b>Sole Source:</b> The <b>ONLY</b> known supplier for unique products and services where no other options are available
<b>Single Source:</b> Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor, i.e., availability, timeliness, location, etc.

<b>Part I: General Requester Information</b>	
Department Name: <b>ITS</b>	Division Name: <b>Applications</b>
Will the Annual Amount Exceed \$50,000.00? <input checked="" type="radio"/> Yes <input type="radio"/> No	

<b>Part II: Vendor Information</b>	
Vendor Name: <b>Monday.com LTD</b>	Vendor Contact Name: <b>Gerald Held</b>
Vendor Contact Phone: <b>805-796-1288</b>	Vendor Contact Email: <b>gerald@monday.com</b>

<b>Part III: Single/Sole Source Justification (check one or more)</b>
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DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.

Monday.com Software agreement needs to be renewed. Emergency Management, Fire Rescue, Budget and Fiscal Services, County Attorney, EPD, HR, and ITS utilize Monday.com. The attached renewal quote provides for a total of 450 licenses. The quote is based on a quote from Monday.com.

1	Parts/Equipment can Only be Obtained from Original Manufacturer - Not Available through Distributors.
2	Only Authorized Area Distributor of The Original Manufacturer.
3 <input checked="" type="checkbox"/>	Proprietary Item/Service <u>(Explain Below)</u>
4	Parts/Equipment Not Interchangeable with Similar Parts of Another Manufacturer <u>(Explain Below)</u>
5 <input checked="" type="checkbox"/>	This is the Only Known Item/Source that will Meet the Specialized Needs of this Department Or Perform the Intended Function. <u>(Explain Below)</u>
6	Parts/Equipment are Required from this Vendor to Provide Standardization <u>(Explain Below)</u>
7	Upgrade to Existing Software. Available Only from The Producer of this Software Who Sells on Direct Basis Only.
8	An Awarding Agency or Passthrough that Was Competitively Procured.
9	None of the Above Apply. Detailed Explanation for Source Request (Explain Below) <i>Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable;</i>

Monday.com offers project management boards, integration tools that internally built County Software utilizes and the ability to make custom forms that can be used by citizens and staff. Monday.com provides an easy to use front-end spreadsheet database as well as a robust back-end database for County Applications.

**Part IV: Confirmation of Documentation**

Have you provided required documentation including vendors quote, for this request in support of the justification in Parts III of this form?



Yes



No

You may also attach any additional information not specifically requested on this form to support your single/sole source justification.

We have been buying Monday.com through a third-party vendor. We are moving to directly buying through Monday.com in order to continue to receive the 63% discount.

**Part V ESTABLISHMENT OF PRICE REASONABLENESS**

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interests of the County based on the following:

- 1 Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold. (Attach copy of vendor's price list.)
- 2 Price obtained includes a discount from current list prices. (Attach copy of quote showing list price and net price paid.)
- 3 Other. (Explain Below.)

2. See attached price quote with discount included.

**Part VI: Department**

Ryan Evans

Requester Name

*Ryan Evans*

Requester Signature

12/18/23

Date of Signature

Kevin Smith

Director

*Kevin Smith*

Director Signature

12/18/23

Date of Signature

**Part VII: Procurement & BOCC**

Single Source



Sole Source

TJ White

Procurement Manger

*TJ White*

Procurement Manger Signature

*[Signature]*

Darryl Kight (Jan 4, 2024 14:24 EST)

Jan 4, 2024

Date of Signature

Chair

Chair Signature

Date of Signature

# Sales Order for Alachua County



Thanks again for the opportunity to present this proposal. Below, please find our proposed solution and its expected business impact. We have also included our recommended implementation, training and pricing plans. I look forward to hearing from you. Please let me know if you have any questions.

Sincerely,  
Gerald Held

#### About monday.com

[monday.com](https://monday.com) is a Work OS, where teams plan, run and track their processes, projects, and everyday work seamlessly.

Teams can shape any workflow, code-free, within minutes, automate manual work and push projects forward, while connecting distributed teams and strengthening remote collaboration.

The platform's features include: customizable workflow templates, time tracking, automations, data dashboards, and integrations with popular tools. Thousands of companies around the world connect their teams on [monday.com](https://monday.com)

**Trusted by 152K+ customers, across 200+ industries, from 200+ countries**



**monday.com Ltd**

6 Yitzhak Sadeh St., Tel-Aviv, Israel

6777506, Israel

Tel.: 077-3180262

Fax: 077-3180262

Company Number: 514744887

**To:** Ryan Evans**Company Legal Name:** Alachua County**Tax ID:** 000**Billing Address:**26 NE 1st ST,  
Gainesville, Florida, 32601,  
United States**Sales Rep:** Gerald Held

MO-295322

**Sold-To Name:** Alachua County**Sold-To Address:**26 NE 1st ST,  
Gainesville, Florida, 32601,  
United States**Order Date:** Jan 30, 2024**Valid Date:** Mar 8, 2024

### Pricing Summary

Description	List Price	Quantity	Duration	Plan Period	Start Date	End Date	Discount %	Net Price
<a href="#">monday.com</a> Work OS - Enterprise Plan	\$44.00	450	12	Yearly	Jan 30, 2024	Jan 29, 2025	63.64%	\$86,400.00
<b>Customer Success Manager Plan: Gold</b> 10 Strategic Touchpoints 15 Consulting Hours (Per Year)	\$0.00	-	12		-	-	0%	0
Total List Price								\$237,600.00
Discount								63.64%
<b>Total Net Price</b>								<b>\$86,400.00</b>

**Activation Period:** Jan 30, 2024 - Jan 29, 2025**Payment Terms:** Net 30

If this Sales Order is not returned signed by Customer by Mar 8, 2024, this offer expires.

This SO does not reflect any applicable taxes that may arise as a result of this SO. If monday.com is registered to collect and remit such applicable taxes (e.g. sales tax, VAT, etc.) monday.com will set forth such taxes in the applicable invoice related to this SO. Customer hereby acknowledges and agrees that the shipping and billing information set forth in this SO may be relied upon by monday.com for purposes of calculating such taxes.

**Governing Terms.** This Sales Order for the monday.com services described above ("**Services**") is issued under and shall be governed by monday.com's Terms of Service available at: <https://monday.com/terms/tos> ("**Terms**") and any addendum thereto entered into by the customer identified above ("**Customer**") and monday.com ("**Addendum**"); however, if a SaaS agreement was signed by the parties in respect of the Service ("**Agreement**") then the engagement hereunder (including, unless expressly stated otherwise, any expansions, upgrades or subsequent renewals) shall be governed by the Agreement. This Sales Order, Terms, Addendum and Agreement (as the case may be) and any exhibits or appendices referred therein, constitute the entire agreement by and between monday.com and Customer in respect of the provision of the Services. Any other arrangements, either oral or in writing, in respect of the Services shall have no force or effect.

**Additional Services.** Services which are Additional Services and the provision of such Additional Services identified in this Sales Order (and any future purchases of Additional Services) which may include Professional Services, Consulting Services, Onboarding Services, Implementation Service, Technical Services, Premium Support Services, and/or such other additional services as identified in monday.com's Additional Services Terms available at: <https://monday.com/legal/monday-com-additional-services-terms/> ("**Additional Services**" and "**Additional Services Terms**" respectively) shall be governed by such Additional Services Terms, notwithstanding anything to the contrary under the Terms, Addendum or Agreement (as the case may be). Additional Services may be performed by monday.com or by a third party on its behalf, as determined by monday.com in its sole discretion, and accordingly, such third parties shall be considered sub-processors of monday.com for the purpose of performing such Additional Services to Customer.

Name:

Title:

Date:

Signature: **X**

- If you are exempt from paying sales tax please attach a tax exemption certificate in order for us to process the correct invoice
- If you require a purchase order number to be quoted on the invoice, please attach a copy of the Purchase Order.
- Please confirm the finance contact, preferably an accounts payable e-mail address, where invoices should be sent

# Mondaycom 1-2024

Final Audit Report

2024-01-04

Created:	2024-01-04
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVinuyS7QuTGngkKm4mt81bx1-wXnNw03

## "Mondaycom 1-2024" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)  
2024-01-04 - 4:58:00 PM GMT- IP address: 149.19.43.13
-  Document emailed to Darryl Kight (dkight@AlachuaCounty.US) for signature  
2024-01-04 - 5:00:23 PM GMT
-  Email viewed by Darryl Kight (dkight@AlachuaCounty.US)  
2024-01-04 - 7:23:35 PM GMT- IP address: 149.19.43.13
-  Document e-signed by Darryl Kight (dkight@AlachuaCounty.US)  
Signature Date: 2024-01-04 - 7:24:25 PM GMT - Time Source: server- IP address: 149.19.43.13
-  Document emailed to TJ White (twhite@alachuacounty.us) for signature  
2024-01-04 - 7:24:26 PM GMT
-  Email viewed by TJ White (twhite@alachuacounty.us)  
2024-01-04 - 7:25:41 PM GMT- IP address: 163.120.80.11
-  Document e-signed by TJ White (twhite@alachuacounty.us)  
Signature Date: 2024-01-04 - 7:38:13 PM GMT - Time Source: server- IP address: 163.120.80.11
-  Agreement completed.  
2024-01-04 - 7:38:13 PM GMT



Alachua County, Florida

## Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

### EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-480-PM

Intended Single Source Renewal Monday.Com Software Agreement

RESPONSE DEADLINE: January 16, 2024 at 5:00 pm

Wednesday, January 17, 2024

### SOLICITATION OVERVIEW

Project Title	Intended Single Source Renewal Monday.Com Software Agreement
Project ID	SS- ITA 23-480-PM
Project Type	Single-Sole Source
Release Date	January 5, 2024
Due Date	January 16, 2024
Procurement Agent	Precious Merriweather
Project Description	<p>This is a Notice for a Single Source Source designation for Alachua County Board of County Commissioners.</p> <p><b><u>Commodity or Service Required:</u></b></p> <p>Software Agreement</p> <p><b><u>Justification for Single Source Acquisition:</u></b></p> <p>Monday.com offers project management boards, integration tools that internally built County Software utilizes and the ability to make custom forms that can be used by citizens and staff. Monday.com provides an easy to use front-end spreadsheet database as well as a robust back-end database for County Applications.</p> <p><b><u>Recommended Procurement Approach:</u></b></p> <p>For the reason stated above, Alachua County Procurement Division intends to utilize the Single Source Procurement method to contract with Monday.Com for supplying the above.</p>

### Summary

This is not a formal solicitation and there are no submissions required. The proposed action is for product or services for which the County intends to negotiate and award with only one source under the authority of and in accordance with Florida State Statute 287.057(3)(c). Any responses received as a



result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will not be considered as proposals, bids, or quotes.

Summary

The description of services intended for purchase from a Single/Sole Source is posted in accordance with section 287.057(3)(c), Florida Statutes and will be posted for a minimum of 7 business days.

This is a Notice for a Single Source Source designation for Alachua County Board of County Commissioners.

Commodity or Service Required:

Software Agreement

Justification for Single Source Acquisition:

Monday.com offers project management boards, integration tools that internally built County Software utilizes and the ability to make custom forms that can be used by citizens and staff. Monday.com provides an easy to use front-end spreadsheet database as well as a robust back-end database for County Applications.

Recommended Procurement Approach:

For the reason stated above, Alachua County Procurement Division intends to utilize the Single Source Procurement method to contract with Monday.Com for supplying the above.

Contact Information

**Precious Merriweather**

Procurement Agent I

Email: [pmerriweather@alachuacounty.us](mailto:pmerriweather@alachuacounty.us)

Phone: (352) 337-6269

**Department:**

Information and Telecom Services

Timeline

OpenGov Project Release Date	January 5, 2024
OpenGov Submission Deadline	January 16, 2024, 5:00pm

**SOLICITATION STATUS HISTORY**

## EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-480-PM

Intended Single Source Renewal Monday.Com Software Agreement

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Date	Changed To	Changed By
Jan 5, 2024 4:36 AM	Draft	Mandy Mullins
Jan 5, 2024 4:53 AM	Review	Mandy Mullins
Jan 5, 2024 8:32 AM	Final	Mandy Mullins
Jan 5, 2024 8:32 AM	Post Pending	Mandy Mullins
Jan 5, 2024 8:32 AM	Open	Mandy Mullins
Jan 16, 2024 5:00 PM	Pending	OpenGov Bot
Jan 17, 2024 6:06 AM	Closed	Mandy Mullins

## PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Jan 5, 2024 8:40 AM
No Bid	Tassel Depot	Roger Leavy roger@tasseldepot.com	Jan 9, 2024 9:55 AM

## QUESTIONS AND ANSWERS

*No Questions Received.*

## ADDENDA & NOTICES

ADDENDA ISSUED:

*No Addenda issued.*

NOTICES ISSUED:

*No Notices issued.*