

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.

Type of Source
<p>Sole Source: The <i>ONLY</i> known supplier for unique products and services where no other options are available</p> <p>Single Source: 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.</p>

Part I: General Requester Information

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

Part II: Vendor Information

Vendor Name: Monday.com LTD	Vendor Contact Name: Gerald Held
Vendor Contact Phone: 805-796-1288	Vendor Contact Email: gerald@monday.com

Part III: Single/Sole Source Justification (check one or more)

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



Requester Signature

12/18/23

Date of Signature

Kevin Smith

Director



Director Signature

12/18/23

Date of Signature

Part VII: Procurement & BOCC



Single Source



Sole Source

TJ White

Procurement Manger



Procurement Manger Signature



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

Jan 4, 2024

Date of Signature

Mary C Alford

Chair



Chair Signature

Feb 29, 2024

Date of Signature





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><u>Commodity or Service Required:</u></p> <p>Software Agreement</p> <p><u>Justification for Single Source Acquisition:</u></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><u>Recommended Procurement Approach:</u></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

EXECUTIVE SUMMARY

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Intended Single Source Renewal Monday.Com Software Agreement

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

Phone: [\(352\) 337-6269](tel:(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

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.