

# 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.

## Part I: General Requester Information

Department Name: Budget and Fiscal Services	Division Name: Budget & Fiscal Services
Will the Annual Amount Exceed \$50,000.00? <input checked="" type="radio"/> Yes <input type="radio"/> No	

## Part II: Vendor Information

Vendor Name: Euna Solutions	Vendor Contact Name: Mark Manfre
Vendor Contact Phone: (844) 226-3862	Vendor Contact Email: Mark.Manfre@eunasolutions.com

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

DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.

On-line application which allows users to search available grant opportunities. In use by the County since 2004

1	Parts/Equipment can Only be Obtained from Original Manufacturer - Not Available through Distributors.
2	Only Authorized Area Distributor of The Original Manufacturer.
3	Proprietary Item/Service <a href="#">(Explain Below)</a>
4	Parts/Equipment Not Interchangeable with Similar Parts of Another Manufacturer <a href="#">(Explain Below)</a>
5	This is the Only Known Item/Source that will Meet the Specialized Needs of this Department Or Perform the Intended Function. <a href="#">(Explain Below)</a>
6	Parts/Equipment are Required from this Vendor to Provide Standardization <a href="#">(Explain Below)</a>
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 <input checked="" type="checkbox"/>	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>

Alachua County procured a Master License agreement with eCivis in 2004 at which time the Board of County Commissioners determined that it was a Public Purpose to procure the Master License, to provide sub-licenses to utilize eCivis for County Departments, the Library District, Municipalities in the County, and to County Community Based Organizations (CBO). Subsequently, e-Civis has been acquired by Euna Solutions and is branded Euna Grants. Euna Grants (eCivis) facilitates those organizations to search and apply for available grants. Although there are other grant search systems, continuing the designation of Euna Grants (eCivis) as a Single Source will ensure uninterrupted operations and continuity for the current sub-licensee users of the system. Currently there are approximately 140 active users from Community Based Organizations, Alachua County Departments, and County Municipalities. There are additionally over 700 inactive, users who have not logged in for a period of 6 months, but can be reactivated upon request. During the previous three year period users received combined grant awards of approximately \$700,000 per year. To maintain access to Euna Grants (eCivis) for the sub-licensees the master Licenses Agreement must be renewed. Seeking an alternate source and the subsequent implementation would be detrimental and hinder users from taking advantage of grant opportunities

#### 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.

#### 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.)

Euna Grants (eCivis) has set a reasonable annual increase of 2% increase for the duration of this renewal.

#### Part VI: Department

Thomas J Rouse

Requester Name

Thomas J Rouse  
John Rouse (Jun 6, 2025 09:04 EDT)

Requester Signature

Jun 3, 2025

Date of Signature

Tommy Crosby

Director

Tommy Crosby

Director Signature

Jun 3, 2025

Date of Signature

#### Part VII: Procurement & BOCC



Single Source



Sole Source

Theodore White

Procurement Manger

TJ White  
TJ White (Jun 4, 2025 21:11 EDT)

Procurement Manger Signature

Jun 4, 2025

Date of Signature

Chair

Chair Signature

Date of Signature



Euna Solutions, Inc. (USA)  
363 W. Erie St., Floor 7  
Chicago, IL 60654

**ORDER OVERVIEW**

Expiry Date: 9/30/2025

Rep Name: Mark Manfre  
Rep Email: mark.manfre@eunasolutions.com

Alachua County BOCC  
Gainesville FL 32607  
USA

**Subscription Term (# Years): 3**

**Start Date: 10/1/25 End Date 9/30/28**

Currency: USD

**ORDER DETAILS AND PRICING**

Solution	Recurring Services	
Euna Grants	Grants Network Grantee Pre-Award Software	\$51,750.00
Euna Grants	Grants Network Grantee Pre-Award State Add-on	Inc \$0
Euna Grants	Unlimited User Licenses	\$25,000.00
	Sub-Total	\$76,750.00
	Total	\$76,750.00

**Total Quote \$234,885.00**

**Cycle 1: 10/1/25 through 9/30/26 \$76,750.00**

**Cycle 2: 10/1/26 through 9/30/27 \$78,285.00**

**Cycle 3: 10/1/27 through 9/30/28 \$79,850.00**

**Order Notes and Terms of Payment**

**Order Notes:**

- Annual subscription begins 10/1/25
- Applicable taxes extra

**Terms of Payment:**

**Recurring Services**

- Customer will make payment to EUNA of all sums properly invoiced under the provisions of this section in accordance with the provisions of the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes
- Recurring services are subject to an annual [2] % increase



Euna Solutions, Inc. (USA)  
363 W. Erie St., Floor 7  
Chicago, IL 60654

**PAYMENT INFORMATION AND CONTRACT TERMS**

**Accounts Payable Contact:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Approved as to Form \_\_\_\_\_ Alachua County Attorney

Signed by:  
  
**Euna Signature:** \_\_\_\_\_  
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Name: Brenna Lenchak

Title: General Counsel

Date: 5/6/2025

**Terms and Conditions**

Unless otherwise stipulated in Order Notes and Terms of Payment, the Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed below.

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

All remittance advice and invoice inquiries can be directed to [billing@eunasolutions.com](mailto:billing@eunasolutions.com). Please feel free to contact us if you have any questions.

Thank you for your business.