



## MEMORANDUM SOLE SOURCE APPROVAL

**TO:** Henry Dachowitz, Chief Financial Officer

**FROM:** Don Marese, Assistant IT Director *DM*

**SUBJECT:** ESRI Sole Source Approval Request

**DATE:** August 18, 2025

---

**Background:** The City's Geographical Information System (GIS), has used ESRI to provide data and geographic information between Utilities, Public Safety, Planning, Code Enforcement, and several other departments throughout the City for the last nine (9) years. GIS is an integral part of CityWorks and our new Tyler solutions of Enterprise Permitting & Licensing, Munis EERP, Munis Utility Billing and Tyler 311 application. ESRI's enterprise license agreement allows the City to purchase licenses over a three year period. Approval of the enterprise license agreement allows the following benefits: Unlimited licenses for the products listed on the ESRI enterprise licensing agreement; a lower cost per unit for licensed software; substantially reduced administrative and procurement expenses; maintenance on all ESRI software deployed under the agreement; complete flexibility to deploy software products when and where needed; and, training and support. Data to be associated with each address or map location will include but not be limited to public safety, utility billing, zoning, future land use, historic designation, business licenses, building permits, code compliance, electoral districts, and City work orders for delivery of service. Additional benefits will be greater productivity and information sharing among departments and improved mapping services. We are requesting a 36 month Sole Source Approval to coincide with the 36 month Enterprise License Agreement.

**Justification:** Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

**Market Research:** There are no alternative suppliers that can or might be able to provide supply/service. All products/services are proprietary to ESRI. The Enterprise License Agreement was last approved by Commission on December 13, 2022.

**Quote or Proposal is attached** ☒ Yes ☐ No

Comments: \_\_\_\_\_

---

☐ Approved This Sole Source approval is valid for 36 months from date of approval. Attach this Sole Source Approval to all Acquisition Approval Memos and/or requisitions for this item.

☐ Need Additional Information

☐ Not Approved

Comments: \_\_\_\_\_  
\_\_\_\_\_

*Jay Stacy*

Chief Financial Officer

Date



Information Technology (IT) Director

Date

Signature:   
[Henry Dachowitz \(Aug 18, 2025 13:36:29 EDT\)](#)

Email: DachowitzH@mydelraybeach.com

## SOLE SOURCE LETTER

Environmental Systems Research Institute, Inc. (Esri)  
380 New York Street  
Redlands, CA 92373



**DATE:** January 14, 2025

**TO:** Whom It May Concern

**FROM:** Jackie Ricks, Contracts Specialist I, Contracts and Legal Services Dept.

**RE: Esri Sole Source Justification for Small Municipal and County Government Enterprise Agreement**

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Subject to the disclosures set forth below, Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

Esri has authorized certain resellers to resell Small Local Government Cloud-Based Enterprise Agreements for populations of less than 15,000.

If you have further questions, please feel free to call our Contracts and Legal Services Department at 909-793-2853, extension 1990.

A handwritten signature in blue ink that reads "J. Ricks". Below the signature, the name "Jackie Ricks" is printed in a small, black, sans-serif font.

Jackie Ricks









# ESRI - Memo, Sole Source Approval 08182025

Final Audit Report

2025-08-18

Created:	2025-08-18
By:	Don Marese (marese@mydelraybeach.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE-fTHbmqaJckKJ3QFR624_2jFoUx8wVC

## "ESRI - Memo, Sole Source Approval 08182025" History

-  Document created by Don Marese (marese@mydelraybeach.com)  
2025-08-18 - 1:03:46 PM GMT
-  Document emailed to Jay Stacy (Stacy@mydelraybeach.com) for signature  
2025-08-18 - 1:03:50 PM GMT
-  Document emailed to Henry Dachowitz (DachowitzH@mydelraybeach.com) for signature  
2025-08-18 - 1:03:50 PM GMT
-  Email viewed by Jay Stacy (Stacy@mydelraybeach.com)  
2025-08-18 - 1:25:26 PM GMT
-  Document e-signed by Jay Stacy (Stacy@mydelraybeach.com)  
Signature Date: 2025-08-18 - 1:26:37 PM GMT - Time Source: server
-  Email viewed by Henry Dachowitz (DachowitzH@mydelraybeach.com)  
2025-08-18 - 5:36:00 PM GMT
-  Document e-signed by Henry Dachowitz (DachowitzH@mydelraybeach.com)  
Signature Date: 2025-08-18 - 5:36:29 PM GMT - Time Source: server
-  Agreement completed.  
2025-08-18 - 5:36:29 PM GMT