



## MEMORANDUM SOLE SOURCE APPROVAL

**TO:** Jennifer Alvarez, Purchasing Director

**FROM:** Don Marese, IT Project Manager *DM*

**THROUGH:** Jessica Cusson, Interim IT Director *JMC*

**SUBJECT:** ESRI Sole Source Approval Request

**DATE:** November 13, 2019

**Background:** The City's geographical information system (GIS), has used ESRI to provide data and geographic information between Utilities, public safety, code enforcement, and several other departments throughout the City for the last three (3) years. 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. Previous Enterprise License Agreement was approved by Commission on October 18, 2016.

**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**

Sole Source

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

  
Purchasing Director

11/18/19

Date

  
Information Technology (IT) Director

15 Nov 19

Date

## SOLE SOURCE LETTER

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



**DATE:** November 8, 2019

**TO:** City of Delray Beach

**FROM:** Jackie Ricks, Esri Contracts and Legal Services

**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.

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.

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

Sincerely,

Jackie Ricks  
Contract Coordinator



Contracts & Legal Services Dept.  
380 New York Street  
Redlands, CA 92373  
Voice 909.793.2853 Ext. 1-1990  
[jricks@esri.com](mailto:jricks@esri.com)