

TOWN OF VIENNA**Request For Waiver**

Dept Police	Date 10/04/2023	Dept Head Signature <small>DocuSigned by:</small> Jim Morris <small>A00852228134D1</small>	Proposed Vendor Tyler Technology	Amount \$ 15,000
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.				
Sole Source/Proprietary	<input checked="" type="checkbox"/>	Emergency Procurement	<input type="checkbox"/>	Waive Purchase Procedures
				<input type="checkbox"/>

CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED

- ☒ 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- ☒ 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- ☐ 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- ☐ 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- ☐ 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- ☐ 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- ☐ 7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
- ☐ 8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

Explanation:

Tyler Technology Bar Coding equipment kit for the Property Room is the only equipment that can work with the current Tyler software the Police Department uses. This is the only Bar Coding equipment compatible with the Tyler New World Records Management System.

Tyler Technology is the original manufacturer and provider; therefore, they are the sole source provider for any additional equipment that can be used with our current system.

Reviewed by: DocuSigned by: Jimmy Smacker 71626C002F0E07 Date: 10/04/23 | 8:01 AM EDT

Purchasing Agent

Reviewed by: DocuSigned by: Steven D. Briglia CE0C0889993491 Date: 10/04/23 | 10:58 AM

Town Attorney

Reviewed and Approved by: DocuSigned by: Marion Surfass 1D63B0B2C7C492 Date: 10/04/23 | 8:17 AM EDT

Finance Director

Reviewed and Approved by: DocuSigned by: Alicia Peyton 1B18A232A9882C Date: 10/04/23 | 11:02 AM EDT

Town Manager

