



Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT

Vendor: Woolpert E-Verify Number: 11815

Commodity: Cityworks Upgrade to Version 23

Estimated annual expenditure for the above commodity or service: \$ 75,000.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. X THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Reggie Horne Department: Information Technology Date: 9/20/2024

Department Head Signature: [Signature] Date: 9/24/2024

Approval Authority: [Signature] Date: 9/24/2024 10/18/24

Administrator Approval: (required — not required) Date:

COMMENTS: Commission



# INFORMATION TECHNOLOGY

**Tameka Allen**  
Chief Information Officer

**Reggie Horne**  
Deputy Chief Information Officer

**Gary Hewett**  
Deputy Chief Information Officer

To: Ms. Geri Sams, Director, Procurement

From: Ms. Tameka Allen, CIO

SEP 23 PM 2:28

Date: September 20, 2024

Subject: Request for Approval – Cityworks Upgrade to Version 23

The Augusta Information Technology Department has been exploring options for upgrading Cityworks. Cityworks is the City of Augusta’s enterprise asset management and work order software system. This system is used by multiple departments to manage their workflows, route customer requests, and manage physical assets. Major users include Utilities, Central Services, the Marshal’s Office, Parks & Recreation, Engineering, and 311.

Augusta IT would like to engage Woolpert to help support the upgrade of the Development (DEV) and Production (PROD) Cityworks environments and to provide train-the-trainer training for end users thus enabling a smooth transition to upgraded functionality. The Cityworks DEV and PROD environments will be upgraded from version 15.8.6 to 23x (the most up-to-date version Cityworks offers). Enhanced mobile functionality will also be included in this upgrade.

I’ve attached the proposal from Woolpert for this project, and it includes all the necessary work components to support this upgrade. The attached statement of work sets terms for upgrade support on a time and materials basis. Hours will be billed as incurred, with a total cost not to exceed \$75,000.00.

The total estimated cost of this upgrade is \$75,000.00 to be funded from the SPLOST V and VI Software Allocation funds. I am sending this request through Procurement for sole-source authorization. I am requesting sole-source approval as Woolpert is the original integrator of the Cityworks system for Augusta. Upon your review and approval, this item will be submitted to the Augusta Commission for final approval.

Thank you in advance for your consideration and response.

Approve/Deny: MS. GERI SAMS R. WHITE  
Ms. Geri Sams, Director, Procurement

Date: 9/24/24 10/18/24

## Attachment

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