

PROCUREMENT DIVISION

Non-Competitive Acquisition Allocation Request Form

Section A

Date 8/22/2025

To Tyrone White; 954-434-4300 x268 | TWhite@coopercity.gov
(*Procurement Division Contact; Phone and Email*)

From Jonathan Lopez
(*Procurement Liaisons of client departments*)

Subject Request To Speak Solution
(*Contract Number; Title; Term, From - To*)

Due Date 8/22/2025

It is the policy of Cooper City to consistently purchase goods and services using full and open competition. The citizens of Cooper City are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for such course of action must be submitted to the Procurement Division for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Procurement Division does not constitute a recommendation, nor does it imply that such request will be substantiated by the Procurement Division's independent evaluation or authorized to proceed as a non-competitive acquisition.

Instructions: Complete and return document, with the appropriate attachments, by the due date to: 8/22/2025

Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Finance/IT		
Project Manager Name:	Jonathan Lopez	Project Manager Phone Number:	954-372-4269
Requisition No.:		*Requested Allocation:	48,701.85
Proposed Supplier/ Vendor:	Full Moon Creative	Requested Contract Term:	
Funding Source:			
Will Federal funds be used to support the requested allocation: Yes ____ No <u>X</u>		Will grant funds be used to support the requested allocation: Yes ____ No <u>X</u>	
Previous Contract No.: (if applicable)	<u>N/A</u>	Previous Contract Value: (if applicable)	<u>N/A</u>

*Allocations may be proportionally adjusted should there be a change to contract term.

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Purpose of the Purchase

Please describe the minimum requirements and the benefits of the non-competitive acquisition.

We are purchasing the Confero 360 with the Televic Microphones system which enables the Commission on the Dais to Request to Speak on any agenda items in an orderly fashion.

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Best Interest of the City/Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the City's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.

It is recommended that the City purchase from Full Moon Creative, as they have consistently proven to be the most effective and reliable A/V provider for Cooper City. In the past, when other vendors were contracted to perform system upgrades, they were unable to resolve critical production issues. Full Moon Creative was subsequently called upon to correct those deficiencies, ensuring that the system operated at peak performance. With more than 15 years of experience working directly with the City's A/V infrastructure and managing equipment during Commission Meetings, Full Moon Creative has an unmatched knowledge of our systems and a proven track record of excellence. With Full Moon's extensive knowledge of the City's A/V system they have proprietary access to the City's A/V equipment. Full Moon's knowledge of the equipment gives them the ability to know what equipment can integrate with the system across all devices.

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Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.

The City of Cooper City Solicited an RFI (Request for Information) to leverage knowledge across various equipment to find what deliverables would work best in our environment with our current equipment. Other Request to Speak software/equipment was looked at such as Open Meeting and building a custom Request to Speak solution within our QSYS-Core.

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Proposed Actions

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

The City would Advertise a formal solicitation to allow other vendors to competitively bid on an item.

Department Director Name/Initial

Irwin Williams/IW

Date Approved

8/22/2025

Purchasing Name/Initial

Tyrone White / TW

Date Approved

8/22/2025